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**To Integrated Service on Health and Development Organization /ISHDO/
Addis Ababa**

Subject: - To apply for the position of Grant Compliance Specialist (Job Id: 436791

Dear Sir/Madam:

I wrote this letter to apply for the above position as advertised on ethiojobs and I wish to be considered for this position. I read the job adverts in detail and have the required skills and qualities that match with the roles. I have demonstrated strong organizational, communication, leadership, problem solving and time management skills; skills in determining priorities, strong interpersonal skills and positive professional attitude; ability to represent the project in a professional manner at all times; excellent written and communication skills in English language; and skills in MS Windows and MS Office packages (Excel, Word, PowerPoint), accounting system. I have a total of 30 years work experience in different governmental, non-governmental & business organizations in financial & finance related jobs at managerial & expertise level positions as you can see from my CV below. In governmental organization I worked in the position of disbursement & accounts head, administration & finance head, auditor general & finance head; in non-government type I am working as Municipal finance/ Revenue Specialist in SNNPR Institutional & Infrastructural development program funded by IDA/World Bank; and I worked in Ministry of Health as Family Health project accountant & ERRP (Ethiopian Relief & Rehabilitation Program) which is funded by IDA/World Bank. In business organization I worked in the position of administration & finance manager, finance manager, deputy CEO in OMO Micro Finance & Debu Capital Goods Finance Business S.C as senior leasing officer. I have BA degree from Addis Ababa University in Accounting, 1990G.C. and MBA degree from Hawassa University, 2012G.C. in Business Administration. Due to my educational backgrounds, work experiences and skills I will be the right person for the position you are looking for. I have attached my CV for your consideration. Please do not hesitate to contact me if you require any additional information or would like to arrange an interview. I am available any working day of the week at short notice. Thank you for your time, and I hope to see you soon.

Yours sincerely