To: **Integrated Service on Health and Development Organization /ISHDO/**

# Addis Ababa

Re: **Application for** **position of Grant Compliance Specialist**

# It is my interest in being to further develop my career in Development Organization ,due to that I have many years of work experience in development organization like EECMY DASSC that has been giving social services in contributing to improving life and livelihoods of the people of Ethiopia.

My experience from EECMY DASSC (Ethiopian Evangelical Church of Mekane Yesus Development and Social Service Commission) Funded by different donors/partners like Bread for the world/EED/ PAAD, Norwegian Mission Society(NMS), Norwegian Lutheran Mission(NLM) and others with different positions as **finance Officer and program Senior Accountant** and also served in business organization like Golden prospect Mining Ltd a British based exploration Mining company as **administration and finance officer** would favor me to join your organization in the aforementioned position.

I am very familiar with conducting audits of organizations financial documents audits with external audit firms and also worked with different partners/donors on financial reporting with their requirement’s , standards and compliances.

I am also familiar with various Accounting software’s (ERP) or Microsoft Dynamics NAV 2017, Peachtree accounting , Navision financials, and other computer software applications like Ms-excel, Word, and Microsoft access and Microsoft Power points.

I have an excellent experience in handling financial matters to the most satisfaction of any organization, reporting and monitoring program/project fund to the specific line budget and back donor requirement / standard and compliances.

I have master’s degree in Business Administration and BA degree in Accounting and Finance and I have excellent communication, team work, organization, people orientation and leadership skills. I am also certified with IPSAS and well experienced in finance and grant management. Thus, I believe my skills and experience will bring value to the work of your organization.

My practical experiences which highly related to accountancy, financial, grant monitoring and document reviewing of the partners to prove the compliance as criteria set. I would appreciate an interview with you at any time convenient for you to discuss about my qualifications and experience for beginning a career at this position.

Thank you in advance for your consideration.

Sincerely,

Admasu Mekonnen Duressa

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