***Date: November 15, 2022***

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

**Addis Ababa**

***Sub: Grant Compliance Specialist***

DearSirs,

# *As announced for* Grant Compliance Specialist), *after reading the job description I am confident that I would be a perfect fit for this position as my educational background, experience and abilities precisely match your requirements. I graduated from Unity University with Accounting Bachelor’s and MBA – Project Management from Sikkim Manipal University and I have successful experience in the workplace.*

*Recently I undertook work experience at Farm Africa and CARE Ethiopia where I was praised for specific attributes or achievements to process activities by using SUN accounting software and People Soft software, ensuring the organization’s compliance and government rules and regulation, following up and effectively managing different grants such EU, USAID, GAC, Mastercard, ADA & DFID, manage subgrants and microfinance, budget proposal, preparation, and reporting, etc and particularly enjoyed on grants follow up with program staff.*

*I am accustomed to working in a high-pressure environment where accuracy and attention to detail are essential. I am a proactive team member who can also work independently; I always aim to go above and beyond my set duties to ensure the best systems are in place to allow the organization to function as efficiently as possible.*

*For further recommendations of my work ethic and qualifications, please see the attached personal references of my supervisors from my present and previous places of employment. I very much look forward to a possible meeting with you to discuss my resume, as well as more details about the position and your expectations.*

***My Reference Names:***

***Tariku Abera, Grant Contract and Budget Manager - CARE 0911898305, Addis Ababa***

***Samson Seyoum, Regional Finance Director of FHI, 0911238762, Addis Ababa***

***Mohammed Kebede, Program Coordinator CARE, 0938442605, Addis Ababa***

***Girma Hailu, Chief of Party CARE, 0911694603, Addis Ababa***

*Please don’t hesitate to get in touch if you’d like to discuss my application further.*

*Yours sincerely,*

*Migbar Desalegne*