

# Migbar Desalegn

## *Grants, Contracts, & Budget Specialist*

### PERSONAL STATEMENT

A highly effective at encouraging and motivating the performance with team members, upbeat personality, looking to contribute to a forward thinking organization.

### OBJECTIVE

Managing effectively and efficiently every part of a *grant's* lifecycle from *pre-award* research ... *Post-Award – Execution & Management*; *Post-Award – Close Out*.

### WORK EXPERIENCE

#### ***Grants, Contracts, & Budget Specialist .....May 7, 2014 to present***

##### *Responsibilities:*

- Managed grants/contracts and budget per Donor requirement starting from pre award to closing of award.
- Ensured implemented on the donor compliance
- Prepare the donor and management report based on the agreement and requirement of donor on quarterly and monthly base respectively
- Managed project cash forecast of the quarter base
- Compute the Support program cost
- Assisted program staff in periodic budget review and preparation of budget amendments when necessary
- Handled and Maintained grant file in hard and soft copy and update when there is modification
- Prepared CARE project Portfolio to the Program
- Coordinated the project audit and statutory audit
- Capacity build for non finance staff and partners as identified gaps

#### ***Senior Program and Finance Officer ..... May 1, 2007 to Feb. 20, 2014***

##### *Responsibilities:*

- Prepared Budget Monitoring Reports management
- Prepared reports to Government
- Maintained a report tracking system as well as key deliverables for projects
- Closely monitored as well as conducted periodic review of partner accounts
- Prepared & monitored fund balances of the Donor
- Prepared quarterly balance sheet accounts ( Receivable and Payable accounts)
- Prepared donor currency fund status report
- Prepared grants / contracts donor report for contract monitoring and to Donors per donor com
- Reviewed & made analysis sub grant reports
- Provided training to project staff and related compliance requirements
- Participated the preparation and review of budget proposal development and annual budget proc
- More closely reviewed the grant with program manager and coordinator

### **CONTACT DETAILS**

Mob. Tel. No.  
251-911-422-6660  
migbardesalegn@gmail.com

### **LANGUAGES**

English (Second Language)  
Amharic ( First Language)

### **INTEREST**

Travel, SPORT

### **REFERENCES**

*Reference – 1 Zenebu Huluf, Head of Finance (FARM Africa)*

*Reference – 2 Girma Hailu, Chief of Party (CARE Ethiopia)*

*Reference – 3 Tariku Abera, Grant, Contract & Budget Manager, (CARE Ethiopia)*

## Education

- Sikkim Manipal University – MBA and Specialized in Project Management
- Unity University – Bachelor of degree in Accounting

## Training:

- FM8 – Grant Management from Mango
- USAID Rules & Regulations : Grants & Cooperative Agreements
- Gateway to Grant Workshop in USAID rules and regulation
- Leadership skill

## SKILLS

- Project budgeting,
- Team work,
- Personal initiative, flexibility, well organized and able to perform duties independently with speed and accuracy without constant supervision
- Perseverance and Motivated,
- Ability to work under pressure.