

From:- Shimelis Zegeye

**TO:- INTEGRATED SERVICE ON HEALTH AND
DEVELOPMENT ORGANIZATION
(ISHDO)**

Addis Ababa, Ethiopia

17/11/2022

Motivation Letter for Grant compliance Specialist

Dear/sir/Madam am writing to apply for the post of Grant compliance Specialist for the location of Addis Ababa, I saw an open call for the application on Ethiojobs.com

I believe that my strong educational background and extensive experience in this field make me an appropriate candidate for the advertised position. As you can see in the enclosed resume, I have been working as a Finance Officer for UNDP and World Vision Ethiopia for more than 10 years. Since, my responsibilities and duties were quite similar to those required in the ad of your organization, I strongly believe I can perform well all the delegated duties and tasks. As requested I am enclosing my resume, where you can find details information on my CVs . References are available on request, or you can contact the reference persons listed in my resume on your own. If you need additional information or documents, feel free to call me on [+251-9-24-45-99-96] or send me an e-mail on:

[my e-mail address shimelis093112@gmail.com].

With Respect

Shimelis Zegeye

My Address is Bedele, Ethiopia

Phone no. 0924459996

1. Personal Data

Name -Shimelis Zegeye

Date of birth -1986 G.C

Place of birth -Oromia Region,Ilubabora zone, Hurumu Woreda

Health condition -Normal

Marital status -Married

2. Educational Background

➤Elementary school-chebere (1-6) from 1992-1997 G.C
High school-Hurumu (7-10) from 1998-2001G.C

➤Preparatory -Mettu comprehensive 2ndry school (11-12) from 2002-2003 G.C

➤Higher education -Addis Ababa University College of commerce with B.A degree in Accounting from 2004-2007 G.C

3. Language proficiency

Very good command of Reading, writing &speaking of **Afan oromo, Amharic &English.**

4. Work experience

Currently I am working as **Finance Officer** in world vision Ethiopia at Bedelle AP (Area program) under Jimma Cluster program Office Since June 22, 2012 to present.

Previously I have been worked in East wollega zone finance and economic cooperation office as **finance officer** employed by UNDP/UN-Excom Agency) starting from April, 2008 to June, 2012.

Major Areas of Responsibilities & Duties

- ✚ Planning & preparing budget (program budget) yearly budget plan
- ✚ Payroll preparation for local staffs
- ✚ Vehicle fuel usage follow up and monthly report
- ✚ Preparation of checks for approved documents paying for contractors and others
- ✚ Verify, follow up travel advances and other business for timely settlements
- ✚ Preparation of budget expenditures report) weekly & monthly report to Cluster Program Office.
- ✚ Preparation of monthly bank reconciliation, Cash book & project program authorization (Fund request for the next month activity)
- ✚ Program staff coordination, support, assist & direct regarding financial concerns
- ✚ Preparation of cash payment, cash receipt voucher & journal voucher

- + Registering & control updating fixed asset daily, weekly, monthly & yearly.
- + Coaching staffs who are under my supervision

References

1. **Kassu Tadesse ----- World Vision Ethiopia Gechi AP
(Area Programme) Manager -----0911564206**
2. **Olani Beyene-----East wollega zone finance &econ.
Dev't manager-----09 1 1361508**
3. **Ewnetu Tadesse ----- World Vision Ethio ,Jimma Ilubabora Finance
Manager ---- 0912080111**