Date: Nov. 18, 2022

**To :  Integrated Service on Health and Development Organization ( ISHDO )**

Subject: Grant and **Compliance Specialist**

Dear Sir/Madam

It is my pleasure to submit my application for Grant and Compliance Specialist I have a bachelor degree in Accounting & Finance from Unity University. I do possess more than 14 years’ experience in different type of organization in Project Accountant, Accountant, Deputy Finance & Admin head and Finance Officer .

I have 10 years’ experience INGO that named Self help Africa fund raised from European Union and Irish fund as from Project account to Senior accountant.

Currently, I am working in ISHDO – USAID -MULU – KP  **Project** as finance officer in charge of donor compliance, financial management, government compliance, of the program implementation.

I have demonstrated skills on proposal budget development, compliance, Cost share report, VAT Claim report, Plan versus achievement and Monthly Staff payroll. I have worked on supporting program managers in implementing project activities effectively according to the program operation plan. I assess the performance, Monitor and support DIC ( Drop in Center ) on proper utilization of obligated fund and evaluate the integration with the activities, I review financial documents in time for consolidation and submission of accurate financial reports, perform and support staffs .

Having worked with different communities with an Employee Saving & Credit , Social Committee and diverse range of cultures, I have learned the need for cultural sensitivity and the value of team spirit in the workplace.

Please do review my resume and would most certainly be looking forward to discussing my suitability for the role at an interview.

Sincerely,

Worku Mengistu