

Date; 22/08/2018E.C

Name:Tebikew Belay  
Mobile;-251935855842

## Application letter

To:Tana Micro Finance S.c

Dear sir/Mada

I Would like to apply for the position of Junior Operation Officer in your vacancy announcement posted in your organization.

I do have a bachelor of degree in **Accounting and Finance** from Debre markos university faculty of Business and Economics on June 28/2018 G.C I have taken different trainings to upgrade my skill and knowledge. The trainings made me confidential and resourceful in my professional.

I want to assure you as; I can manage duty with high discipline and professional integrity.

Now a day I have worked in Addis kidam Branch at position of cashier from Soser Cooperative Society Saving and Credit Union Ltd in Addis kidam branch, I have above 5 years ,experience in which it is vital for your institutions. I hope this experience will help your organization to become effective, profitable and competent to other financial organization as match as possible so employing me in your organization is a great asset and I hope my professional qualification; experience and deepest commitment meet your requirement. For more detail of my academic background 'experience and experience and personal information I have attached my CV.I would submit any relevant documents and appear to any test/interview/you want me to put at any time suits you.

Sincerely



Tebikew Belay

## Curriculum vitae (cv)

### Personal information

- Full name ----- **Tebikew Belay Gashay**
- Sex ----- **Male**
- Date of birth ----- **1987 E.C**
- Age ----- **30**
- Place of birth ----- **wusila kindikan**
- Nationality ----- **Ethiopian**
- Marital status ----- **Single**
- Health condition ----- **Normal**
- Current address ----- **Addis Kidam**
- Mobile ----- **0935855842**

### 2. Educational background

- Elementary school ----- **wusila elementary school** --- (1996 E.C - 2003 E.C)
- Secondary school ----- **Tilili secondary school** --- (2004 E.C - 2005 E.C)
- Preparatory school ----- **Tilili preparatory school** - (2006 E.C - 2007 E.C)
- University ----- **Debramarkos university** ----- (2008 E.C - 2010 E.C)

### 3. Qualification

- BA degree in Accounting and finance from Debramarkos university, with **CGPA 3.36** in 2018 G.C

### 4. objective

- TO obtain a stated position in your organization that will enable me to use my skills and provide the opportunity to contribute to the organization.

### 5. Language

language	reading	writing	speaking	listening
Amharic	excellent	excellent	excellent	excellent
English	excellent	excellent	excellent	excellent

### 6. Computer skill

- Introduction to computer
- Basic computer
- English for Graduating students

### 7. Experience

Type of job	year
Internal Auditor from Soser Cooperative Society Saving and Credite Union in Addis kidam Branch	16/06/2012 E.C-04/03/2017 E.C
Branch Cashier from Soser Cooperative Society Saving and Credite Union in Addis kidam Branch	05/03/2017 E.C-22/08/2018 E.C

### 8. Hobbies

- Reading news, working with team, , helping elders and children's

### 9. Special ability

- ✓ Doing research
- ✓ Hard worker
- ✓ Coordination skill
- ✓ The ability to respect people and work

### 10. Reference AbiyuGatia , Phone number ,0910162544