

**Date 07/04/2026**

**APPLICATION LETTER**

**Arsi university college of Business and economics.**

Applicant Full Name: - **Fasil kehali yizengaw**

Address: Phone no +251913781724/0921289447

Email:fasilkehali98@gmail.com Live in: Addis Ababa

**To: -Tana micro finance institution S.C**

**Position: - Branch Accountant II**

Subject:-Applying For a Job

It is my pleasure for being applicant for the vacancy in your organization. I graduated Arsi University September16, 2021with in a great distinction from college of business and economics department of Accounting and finance .I enclosed creditable certificates and my CV to confirm all what is aid or I will provide them as soon as i ask and I hope to come for interview and further process at any time which is convenient for you to join your organization. Once I here in the organization, I am glad to do for the success of the organization by using all my efforts and potential personally and through team works spirit .I have good communication skill and I have gained throughout my stay at university. If my qualification and skill fit your requirements, I hope that I will please in your job vacancy. Hence, I kindly ask your organization to give me an opportunity to employ. Please give me a call at the number or leave message via email address schedule interview or exam at your convenience.

I appreciation your consideration and look forward to hearing from you.

With best regard

Sincerely yours: Fasil kehali Yizengaw

## CURRICULUMVITAE

### 1. PERSONAL INFORMATION

- Name: Fasilkehali Yizengaw
- Age: 26
- Date of birth: **March 19, 1989 E.C**
- Gender: male
- Address: woyinwuha, **Ethiopia**
- Marital status: **Single**
- Telephone: **+251918744359, 0921289447**
- E-mail: fasilkehali98@gmail.com

### 1. PERSONAL CHARACTERISTICS

- Highly Motivated, Pleasant Personality, Cheerful and Hardworking.

### 2. EDUCATIONAL BACKGROUND

Year(E.C)	Grades Attended	Awarded	Place	Name of Institution
2011-2013	1 <sup>st</sup> -3 <sup>rd</sup> year accounting and finance	B.A degree in Accounting and finance	<b>Arsi</b>	Arsi university college of business and economics
2009-2010	11&12	Ethiopian Higher Education Entrance Examination Certificate	<b>Motta</b>	Motta General Secondary and Preparatory School
2007-2008	9&10	Ethiopian General Secondary Education Certificate	<b>Woyin wuha</b>	Woyin wuha General Secondary school
1998-2006	1-8	Completed primary school	Woyin wuha	Woyin wuha primary school

- Title of award: **B.A. degree in Arsi university September 9, 2014 E.C.**
- GPA: 2.97 and CGPA: **2.85**

### 3. WORK EXPERIENCE

- I have excellent one 45 day practical experience through my internship program at the ministry of revenue east Addis Ababa small tax payer branch office on the Audit department and with great appreciation from the head of the office and from my advisor.
- I have 2 years and Six month experience by Junior Accountant at Addis Ababa water and sewerage Authority saving and credit thrift association.
- I have Nine Month Experience from April 08 2025 up to December 08 2026 by Branch Accountant I in success micro finance.
- Starting from Dec 2026 I am working in Akufada Micro Finance by the position of Customer service.

## JOB DISCRIPTION

- To prepare claims and credit summaries for branches and clears
- prepare cash receipt voucher
- prepare payment voucher
- prepare deposit and loan interest
- prepare loan disbursement sheet
- prepare bathes of general ledger accounts
- Receive claims and credit summary form branches
- Collecting loans, preparing a list of customer who has not paid their loans on time and monitoring them.
- Performs other related duties as assigned by supervisor.

## #COMPUTERSOFTWARESKILL

- Computer skill: Basiccomputerskills.MS-Excel, MS-Word
- Peachtree accounting software and its certificate
- International financial reporting standard /IFRS/and its training certificate

## 4. LANGUAGE

language	Speaking	Reading	Listening	Writing
Amharic	Excellent	Excellent	Excellent	Excellent
English	Very good	Excellent	Excellent	Excellent

## 5. HOBBIES

- Effective use of time
- Sharing my knowledge for other
- Participating in social works
- Internet browsing

6. **REFERENCE:Mr.wubishet Ayenew lectures and researcher in Arsi university head of accounting and finance department .cell phon+251912299597. Address p.O.Box 81 Phone-+2510228311130 Websit:WWW.arsiun.edu.et**

የአዲስ አበባ ውሃና ፍሳሽ ባለስልጣን ሰራተኞች

የገንዘብ ቁጠባና ብድር ሀብረት ስራ ማህበር

Addis Ababa Water & Sewerage Authority saving & Credit Thrift Association

ቁጥር:- አ/አ/ው/ፍ/የገ/ቁ/ብ-05.19/17

ቀን:- 09-03-2017

ለማመልከት ሁሉ

ከላይ በርዕሱ ለመግለፅ እንደተሞከረው የአዲስ አበባ ውሃ እና ፍሳሽ ባለስልጣን ሰራተኞች የገንዘብ ቁጠባ እና ብድር ኃ/የተ/የሀ/ ሥራ ማህበር ሰራተኛ የሆኑት አቶ ፋሲል ከሃሊ ይዘንጋው በቀን 26/7/2017 በተጻፈ ማመልከቻ የአገልግሎትን የስራ ልምድ ተፅዕኖ እንዲሰጠኝ በማለት ጠይቀውናል።

በዚህም መሰረት አቶ ፋሲል ከሃሊ ይዘንጋው በአዲስ አበባ ውሃ እና ፍሳሽ ባለስልጣን ሰራተኞች የገንዘብ ቁጠባ እና ብድር ኃ/የተ/የሀ/ ሥራ ማህበር ውስጥ ከሰኔ 20/10/2014 ዓ.ም ጀምሮ እስከ መጋቢት 30/7/2017 ዓ.ም ድረስ በጀማሪ አካውንታንት / Junior Accountant/ ተቀጥረው በወር ብር 9,523 / ዘጠኝ ሽ አምስት መቶ ሃያ ሦስት / ብር ደመወዝ እየተከፈላቸው አገልግለዋል። እንዲሁም ከደመወዛቸው ላይ የስራ ግብር እና የጡረታ መዋጮ እየተቀነሰ በአዲስ አበባ ከተማ ገቢዎች ቢሮ ለአራዳ ክፍለ ከተማ አገልግሎት ግብር ከፋዮች ቅርንጫፍ ፅ/ቤት ገቢ የተደረገ መሆኑን እንገልጻለን።



ከሰላምታ ጋር

*Handwritten signature*

አምባዬ አሰፋ

የማህበሩ ሰብሳቢ



**ዳኛ ደረሰ አየነው**

አመልካች\_ አስማማው ከሀሊ ይዘንጋው\_ ቀረበ

ተጠሪ\_ የለም።

መዝገቡን መርምረን ተከታዩን ውሳኔ ሰጥተናል።

ውሳኔ

አመልካች በቀን 02/06/2015 ዓ/ም ባቀረበው አቤቱታ ከዚህ በፊት አስማማው ከሀሊ እየተባለ ሲጠራ እንደቆየ አሁን ደግሞ ፋሲል ከሀሊ ተብሎ መጠራት እንደሚፈልገው ስሙ እንዲቀየርለት ጠይቋል።

አመልካች ከዚህ በፊት አስማማው ከሀሊ ተብሎ እንደሚጠራ አስረድቷል።

በፍ/ባህግ ቁ.43 መሰረት ከግል ስሞቹ አንዱ ወይም ብዙዎቹ እንዲሰረዙ ወይም ሌላ የግል ስም እንዲጨመርለት ባለጥቅሙ ጥያቄ ባቀረበ ጊዜ ሊፈቀድለት እንደሚችል በግልጽ ተደንግጓል። በመሆኑም አመልካች አስማማው ከሀሊ ተብሎ የሚጠራበት ስም ከዛሬ የካቲት 02 ቀን 2015 ዓ/ም ደሃሂ" አስማማው ከሀሊ መባሉ ቀርቶ ፋሲል ከሀሊ ተብሎ እንዲጠራ ፍ/ቤቱ ውሳኔ ሰጥቷል።

ትዕዛዝ

አመልካች የውሳኔ ግልባጭ ከጠየቀ ይሰጠው።

መዝገቡ ተዘግቷል ወደ መዝገብ ቤት ይመለስ።





# ARSI UNIVERSITY

OFFICE OF REGISTRAR AND ALUMNI DIRECTORATE

## TEMPORARY DEGREE

This is to certify that  
**ASMAMW KEHALI YIZENGAW**  
graduated from College of  
**Business and Economics**  
with the degree of Bachelor of Arts in  
**Accounting and Finance**  
**(Regular Program)**  
(Major GPA of **2.97** and CGPA of **2.85** )



on **September 16, 2021 G.C**

This temporary certificate of graduation is given pending the printing and issuance of actual diploma and transcript which will be given after the completion of the obligation stipulated in the cost sharing scheme.

  
\_\_\_\_\_  
A.C. ተክሌ ቶላ ትሩ  
Tola Turo (PH.D.)  
Registrar



# Certificate of Training የስልጠና ምስክር ወረቀት



This Certifies that

ASMAMAW KEHALI

Has Successfully Completed the

**Peachtree Accounting Software**

Training Course for 30 Hours in November  
& December, 2021

And is Awarded this Certificate By

**Universal Training and Business  
Consultancy Service Company**

ይህ የምስክር ወረቀት

አስማማው ከሀለ

**ፒችትሪ አካውንቲንግ ሶፍትዌር**

ስልጠና ለ30 ሰዓት በህዳር እና ታህሳስ ወር  
2014 ዓ.ም

በሚገባ ስላጠናቀቁ ይህ የምስክር ወረቀት

**በዩኒቨርሲቲ የስልጠና እና ቢዝነስ  
ማማከር አገልግሎት ድርጅት**

ተሰጥቷቸዋል።

አድናዎ ገህህ  
አድናዎ ገህህ  
Ayana Yoneneh  
G/Manager  
Phd Candidate





በ ኢትዮጵያ ህዝብ

የህዝብ አድባላ ማህበረ ሰብአዊ መብቶች  
የኃይማኖት ልዩነት ለማስወገድ  
የሚደረግ ጥረት

ገጠታ

ከሳባ/አመሰገና/ቶ/ በ ኢትዮጵያ ግብርና ስራ ሚኒስቴር ስራ ቤቅ

በ... 02-06-2015 ዓ/ም ተገኝተው የተሰጠውን ውሳኔ/ብደን/ተወሳኝ ስንዴሰጣቸው  
በአመሰገና ስራ ቤቅ 0.1... ገጽ ተክክሰኛ ግብፃዊ ስራ በማድረግ የሰጠን መሆኑን  
ስንገልጻለን።



በግብርና ስራ ሚኒስቴር  
የህዝብ አድባላ ማህበረ ሰብአዊ መብቶች  
አስተዳደር ባለሙያ :3

//ፍትህ ሰራተኛ//



Ref. No. Emp/012/SMFI/0612/26  
March 18, 2026 G.C

**TO WHOM IT MAY CONCERN**

This is to certify that Ato Fasil Kehali Yizengaw has been served in Success Microfinance Institution S.C from April 08, 2025 G.C up to December 8, 2026 G.C on job position Branch Accountant I.

He was earning a monthly gross salary of Birr 12,475.00 (Twelve Thousand Four Hundred seventy Five Birr), and Transport Allowance birr 1000.00 (One Thousand birr) per month.

Ato Fasil Kehali Yizengaw has resigned from Success MFI effective December 8, 2026 G.C and all payments due to be made to the concerned government bodies had been duly paid.

We wish him every success in future professional endeavor.

Sincerely,

Bereket Alemayehu  
Chief Executive Officer



# CERTIFICATE OF COMPLETION



This certificate is proudly presented to

Fasil Gebalo

For the successful completion of Microfinance Operations and Institutional Development Training Program Covering:-

- Basic Accounting Concept and Practice in MFI
- Customer Handling and Employee Integrity
- Resource Mobilization: Key Strategic Initiatives.

This certificate is awarded in recognition of participant's dedication, active participation and successful completion of the training requirements.

**Program Duration: 4 Days**  
**Date issued : March 19, 2026**

አኩዳዳ ማይክሮ ባንክ  
Kesis Melaku Sebsebie Mamo  
አዲስ አበባ ከተማ አስተዳደር  
Director, Human Capital and  
Facility Directorate  
**PROGRAM COORDINATOR**  
(signature)



አብራሃም ወልደአብ ክብሩ  
Abraham wadajo kibret  
ባንክ ሥራ አስፈጻሚ  
Chief Executive officer  
**CEO**  
(signature)