Date: November 08, 2011

**To: Catholic Relief Services**

**South Sudan (Juba)**

Dear Manager – Human Resource Management and Administration Dept

This letter is to express my interest in conferring the **Relative post to Education & Experience** posted on the Juba NGO forum website in November 09, 2011. The opportunity presented in this listing is very appealing, and I believe that my experience and education will make me a competitive candidate for this position.

The key strengths that I possess for success in this position include, but are not limited to, the following:

* Provide exceptional contributions to customer service for all customers
* Strive for continued excellence
* Strong communication skills
* I am a self-starter
* Eager to learn new things

You will find me to be well-spoken, energetic, confident, and personable, the type of person on whom your customers will rely. I also have a wide breadth of experience of the type that gives you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met. Please see my resume for additional information on my experience and education background.

I hope that you will find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and your customers as a member of your team.

I can be reached anytime via my cell phone, 0911-97-39-66. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

“Very sincerely”

Merga Beji

Curriculum Vitae

1. **Personal Back Ground**

Name ---------------------Merga Beji Daba

Place of Birth -----------Ethiopia, Oromia Regional National State- Ambo

Birth of year-------------June 06,1981G.c

Marital Status ----------Married

Sex------------------------Male

Nationality---------------Ethiopia

Address -----------------Ethiopia, A. Ababa Tel.0911-973966

Language -------------Afaan Oromo, Amharic, and English

1. **Educational Back Ground**

Elementary School-----Meti elementary school (1-8 Grade) 1983 EC- 1988 EC

Secondary School------Ambo high School (9-12Grade) 1989EC-1992EC

Higher Education------Debub University Awassa Agricultural College Diploma in Agricultural Engineering and Mechanization 1993EC-1994EC

* Rift Valley University College BA in Accounting 1997EC-2000EC
* Addis Ababa University School of Commerce Masters of Art in Marketing Management, I am perspective graduate in Dec.2004EC ( currently I am working my thesis )

1. **Working Experience (** from existing position tothe earlier)

* Oromia International Bank S.C at Corporate level as **Graduate trainee** from Dec.2008GC to Dec.2009Gc for a year at different Department to familiarize with the industry, then I promoted to the J**/Accountant** position upon my progress the Management transfer me to the **Risk Management Officer** as of August 2010 up to developing this CV …..current monthly salary====Birr 4,053.00 without other benefit package
* Wasasa Microfinance Institution at various Branches as **Loan Officer** from June 2005GC toDec.2008G.c
* Oromia Agricultural Bureau , at South West Shoa Zone in Dawo Woreda Agriculture office as **Land Survey**, **Soil and Water Conservation** , and **Forestry plantation and protection** expert from April 2003Gc to June2005GC

1. **Work Shop and training (** from existing position tothe earlier)

* Workshop given by HSBC Africa the world local Bank on **International trade**
* Training given by BM consulting PLC on **Business Communication**
* Training given by Ethiopia Institute of Financial Studies on **project Financing**
* Training given by BG consulting PLC on **Customer Service**
* Training given by Oromia International Bank on **Domestic Bank Operation**
* Training given by Ethio-Italy Corporation on **Market Research** of MFI,
* Training given by Ethio-Italy Corporation on **Internal Control** of MFI,
* Training given by Ethio-Italy Corporation on **Computer Application**
* Training given by Compassion International on **Project Management**
* Training given by Oromia Rural Development and Natural Resource Management Bureau on **Natural Resource Management** -----etc

1. **Reference**

* Ato Gelana Leta - Oromia International Bank Director-Human Resource Management Dep’t Tel.0913-545472
* Ato Wolde Bulto - Oromia Interantional Bank Director- Credit Management Dep’t

Tel.0911-476553

* Ato Yilma Tarkegn - Wasasa Microfinance institution Deputy General Manager Tel.0911-426566