



Dear Sir/Madam

I would like to introduce myself as positive and self-motivated individual who will going to join your company. I was graduated from Admas University on July 11, 2014, with Diploma in Accounting. During in my stay in the university I study various courses in Accounting with different short and long term trainings and practices. I would like to apply what I studied together with my curiosity to know more about new things gives me greater idea.

I write this application letter for your company,I have great interest to work in your company/office. Moreover, for your reference my educational background is enclosed in my Curriculum Vitea. I am a conscientious, diligent, cooperative, highly motivated, duty minded, persuasive, sociable and respectful person.

I would appreciate the chance to discuss my qualification with you and do my best to execute the responsibility expected from me and for the achievement of the organization goal if I will get the opportunity. I would be grateful if my application is given series consideration!

With best regards

Helen Menasie



HELEN MENASIE

Accountant

ABOUT ME

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

CONTACT ME



0935010105



helenmenassie94@gmail.com

SKILLS

Excellent interpersonal skills and ability to work as a team player
Experience in variety of

EDUCATION

DIPLOMA

Accounting
2012 - 2014

ADMAS UNIVERSITY

Addis Ababa, Ethiopia

CERTIFICATE

Constructing
Passenger Aircraft
2016 - 2017

NATIONAL AVIATION COLLEGE

Addis Ababa, Ethiopia

EXPERIENCE

ALAWALI TRAVEL LLC

APR 2022 - SEP
2022

SALES REPRESENTATIVE

, Ajman UAE

- Greet and assist customers, determine their needs.
- Work with customers with the most cheerful and pleasant disposition.
- Achieve the sales target (sales techniques, product knowledge) Focus on selling and up selling.
- Excellent telephone manner.
- Make as many deals and transactions as possible.

APTECH AFRICA CO. LTD

SEP 2018 - SEP
2021

FINANCIAL ACCOUNTANT

, South Sudan

- *Responsible for entire Document management and clerical jobs for the Company.
- "Analyze cash flow Make profit and loss report submit to the Manager.
- *Receipt, issue and inventory control of material.
- "Bank Deposit, payments and reconciliation
- *Preparation of month end reports.
- *Checking all the tax with related documents.
- *Correcting the ledger accounts
- *Preparation of individual salary statements on the monthly basis
- "Making quotation, invoice and receipt

ASTEWAY YIGEZU BUILDING CONTRACTOR ETHIOPIA

SECRETARY

, Ethiopia

organizations
and public
institutions
entrepreneurship
skills, clear
understanding
and ability of
achieving
company's
objectives /
goals

Computer
Skill Microsoft
word

Computer
Skill Microsoft
Word, Excel,
PowerPoint,
and Outlook
know-how.
Making &
formatting
docs,
spreadsheets,
presentations,
and emails.
Using macros,
templates,
and pivot
tables.
Collaborating
with teams on
SharePoint
and OneDrive.

Customer
Service and
Relations

Accurate in
reports,
administrative
works, paper
works.

Accounting
and Inventory
Financial
software skills
like Quick



FEB 2013 - JULY
2014

GLOCARE PHARMA

JAN 2023 - JUNE
2023

ACCOUNTANT

, Ethiopia

Responsible for entire Document management and clerical jobs for the Company. "Analyze cash flow *Receipt, issue and inventory control of material. "Bank Deposit, payments and reconciliation *Preparation of monthly and daily reports. *Checking all the tax with related documents. *Correcting the ledger accounts *Preparation of individual salary statements on the monthly basis.



HOBBIES



DECLARATION

All the facts stated above are correct to the best of my knowledge.

book and
Peachtree.



LANGUAGES

English
Amharic