

Date:24/09/2021

Development Bank of Ethiopia

To: Placement Team of DBEs on Managerial Positions.

Addis Ababa.

Sub:-Apply Letter for Managerial Position of Vacant post

My name is Mohammed Yassin I am writing the letter of interest to my desire to be chosen for the position:

3.Branch Grade A:- Yabelo

As per the vacancy announcement on db e intranet, I am working at Yabelo Branch on the position of Branch Manager, I have a Diploma, BA Degree in Management and MBA from Bule Hora University, 5 years in DBE and 15 years in Micro Finance totally more than 20 years' experiences.

If I will give a chance on the apply position my interest to achieve the banks vision and plan core points accordingly.

- ✓ To create attitudinal change on the employee's sense of belongingness on the bank.
- ✓ To be facilitate attractive working area
- ✓ To be minimize NPLs and maximize returns.
- ✓ To be build team work with the employees.
- ✓ To be create good collaboration with stakeholders and government officials.
- ✓ To be identify the skill gap and to be get a training also seriously attention on peer teaching to reduce the gap.
- ✓ To create different committee to enhance the performance and identify the problems to get feedback as soon as possible.
- ✓ Give attention the employee's problem and inform with the concerned body.
- ✓ Serious attention sticks to policy and procedure of the bank.
- ✓ To full fill recruit or assign operative staffs.
- ✓ To assign activities, duties and responsibilities for timely implementation of the plan.
- ✓ To motivate employees to higher performance.
- ✓ To cooperate with the other departments for ensuring a smooth functioning of the entire organization.
- ✓ To collect accurate and timely reports and information on their department.
- ✓ To make suitable recommendation to the top management for the better execution policies.
- ✓ To be organize interpersonal, informational and decision role that proactively uses.

Sincerely yours.

Mohammed Yassin