

ALEMAYEHU GIRMA SEYOUM

Email: Alemayehug@dbe.com.et

Mobile: +251941162997

Addis Ababa, Ethiopia

September 22, 2021

Development Bank of Ethiopia

Human Resource Management

Addis Ababa, Ethiopia

Subject:-Apply for Vacant Post

I am applying for the position of **Manager, Engineering works Follow-Up& Advisory Team**, up on the internal advertisement made at DBE Intranet dated on September 21, 2021& I believe that, I meet exactly the requirements needed to successfully fulfill this vacancy. I am confident that my experience, qualifications and knowledge combined will make me an asset to the continued success of the Bank.

I am passionate about banking and am a hand on, dynamic team leader who is able to develop a good rapport with my staff. Throughout my long career with in the bank, I have continued to prove myself as a skilled managerial professional who is capable of overseeing both the front and back end running of the Bank.

If the opportunity is given for the position, some of the tasks which I am going to implement in line with high core values of the bank are:-

- Plan, organize and coordinate work activities in a professional manner for the success of the Bank.
- Establish transparent & formatted system to review and check projects progress & asset valuation work, to maintain integrity of the work unit.
- Review and check technical reports prepared by respective engineers based on evaluation of pro forma invoices or bid documents submitted, during goods or materials procurement requests.
- Provide technical advice & support clients whenever required to maintain customer focus values of the bank.
- Handles customer technical complaints at Managerial level.
- Coach the technical team members, identify skill and knowledge gap and propose regular skill upgrading training to maintain that “the bank gives high value to employees”.
- Identify new technologies and make the work unit to customize it by preparing awareness creation.
- Propose improvements on matters related to credit policy, guidelines, procedures, formats and other documents designed to support the performance of the Bank.
- Prepares time Schedule for proper follow up of projects as per the credit policy of the bank.
- Especially what makes me different from other candidates is “**I WILL MAKE HARMONISED AND TRANSPARENT WORKING ENVIRONMENT WITH IN THE WORK UNIT.**”

I will do all my best for achievement of the bank vision, “**Our bank To be a World Class Development Bank that Help to Achieve Ethiopia’s Economic Transformation Vision by 2030.**”

I greatly appreciate you taking the time to review my application and eagerly look forward to hearing from you a positive response.

Yours sincerely,