

Name: Motuma Bekana Edosa

Date: October 12, 2021

Subject: Motivation Letter at Ambo Branch Manager

Dear Placement Teams,

I would like to apply for the vacant post of Branch “A” Manager at **Ambo Branch**.

Vision: To be a reference branch in the provision of Project & lease financing services on the government’s priority areas that help to achieve DBE’s vision by 2025.

I have planned to undertake the following major tasks as a Branch “A” Manager:-

- ✓ Assesses the SWOT Analysis and overall working environments of the branch to make the environment conducive to carry out the required duties;
- ✓ Oversees and Reviews the Annual BSC Performance Measurement plan to the branch against actual performances, identifies individual scorecards of each employee under the branch and discusses with all teams and employees of the branch to achieve its goals.
- ✓ Overseeing the overall work activities of both project financing and Lease financing services of the Bank at the branch level ranging from client sourcing to loan collection in its operational area;

I have been with DBE’s for a total of eight years, five years in my current position of Project Appraisal A/Manager at Nekemte District, two years as Research officer and one year as junior officer. Before coming to DBE, I worked for Oromia Agricultural Research Institute as Manager in HR Department. With more than seven years’ as a Manager, I’m skillful in Project planning, analysis and interpretation, Credit management assessments and team leadership.

Moreover, I can do much better and excel at improving credit management problems, reducing the percentage of NPLs ratios to acceptable standard level and maximizes the efficiency and effectiveness of the branch. Thus, I am confident that the contribution of my previous experience, field of knowledge and career development skills makes me a uniquely qualified candidate for the post of Grade ‘A’ Manager at Ambo Branch.

Lastly, I can do my best to encourage the current DBE’s strategic reform implementation plan for its realization and the overall growth of the bank by contributing my inherent knowledge I have accumulated through Experience and formal education.

Yours Sincerely,



Motuma Bekana Edosa