

Application letter

Date 04-Sep-24  
Tilahun Yirga Mengistu  
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Email: tilahunyirga48@gmail.com  
Addis Ababa Ethiopia

To-----

Position-----

Dear hiring manager

I am writing this application letter to express my interest in a job opportunity you announce. The job attracts me because of my communication, fast learning, problem-solving and technical skills which will be an excellent match for your needs. I graduated with a bachelor of science in Civil Engineering from Addis Ababa Science and Technology University (AASTU), with a CGPA of 3.55 Along with having a good educational background. And I have a total of Three and half year experience , 7 months as form-work technical (Kumkang kind aluminium form-work) and 7 months as architectural and structural work inspector (internal supervisor) at OVID construction. And 2 years as site engineer and office engineer at MAFER construction . I would love to have the chance to work with you and I look forward to putting my knowledge and skills to use as a productive member of your team and learning from the best in the program.

In general I have this tangible experiences

A/ as site engineer

- 1) Read, understand and interpret any drawings (architectural, structural , electrical, mechanical and sanitary drawings) and make them ground without any help.
- 2) experts on site layout and centerlining for the new site.
- 3) check drawings and ensure it is followed accordingly
- 4) Looking to site progress and force the assigned personnel or subcontractor so as to finish the given task according to the schedule.
- 5) checkout site health and safety and more

B/ as office engineer

- 1) prepare schedule using ms project
- 2) preparing daily, weekly and monthly reports
- 3) preparing bill of quantity and payments(for the contractor and subcontractor)
- 4) preparing cost breakdown for new tender or for additional work items or escalation.
- 5) Generally in my stay of 2 big project I acquire a good experience in building works (from structure to any building related components )

In addition to professional knowledge, I have also gained other personal experiences.



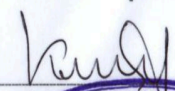
- How to communicate and manage different personnels(skilled and unskilled )
- How to handle customers
- How to handle hardships and different working conditions or shifts
- How to schedule work and give prioritisation
- How to manage time , resources , material and many more.

Thank you so much for your time and consideration. Look forward to hearing from you.

Sincerely

Tilahun yirga

HERE IS MY CERTIFICATE AND WORK EXPER

	<p>አዲስ አበባ ሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY ፌዴራል ፖሊስ OFFICE OF THE REGISTRAR</p>	
	<p><b>To Whom It May Concern</b></p> <p>This Certificate is issued to <b><u>TILAHUN YIRGA MENGISTU</u></b> upon his graduation in the regular program with <b><i>Bachelor of Science Degree in Civil Engineering</i></b> on <b><i>January 28, 2021</i></b> with <b><i>CGPA of 3.55</i></b>.</p> <p><i>The Original Diploma and Transcript will be issued upon the discharge of cost sharing duty.</i></p>	
<p><b>ፕላዝን ይርጋ መንግስቱ</b> በመደበኛው መርሃግብር በሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ ምህንድስና የትምህርት መስክ በ <b>20/5/2021 ዓ.ም.</b> በመመረቁ ይህ የምስክር ወረቀት ተሰጥቶታል።</p> <p>ውጤቱም በአጠቃላይ <b>3.55</b> መሆኑን እየገለጽን ዋናው ዲግሪና ትራንስክሪፕት በወጭ መጋራት ውል መሰረት ግዴታውን ሲወጣ የሚሰጥ ይሆናል።</p>		
<p> </p>		
<p>Tel :+251-118880253</p> <p>ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY P.O. BOX: 16417 Addis Ababa, Ethiopia</p>		

IENCE

ቁጥር:- አቪ.ድ/ፌ.ቤ.ፕ/ሰ.ጋምፕ/ሥ-04/2132/14

Ref. No.

ቀን:- 06/09/2014 ዓ.ም.

Date

**የምስክር ወረቀት**  
**CERTIFICATE**

**ለሚመለከተው ሁሉ**

**To Whom It May Concern**

በአቪ.ድ ኮንስትራክሽን ኃ.የተ.የግ. ማህበር ገርጂ ፌዴራል ቤቶች ፕሮጀክት ሠራተኛ የሆኑት አቶ ጥላሁን ይርጋ በድርጅቱ ውስጥ ያላቸው የሥራ ልምድ ተጠቅሶ ማስረጃ እንዲፃፍላቸው ጠይቀዋል።

በዚሁ መሠረት አላይ በስም የተጠቀሱት ሠራተኛ በድርጅቱ ገርጂ ፌዴራል ቤቶች 16-ብሎኮች G+11 መዝናኛ፣ሱቆች እና መዋኛን ያካተተ ፕሮጀክት ከየካቲት 18/2013 ዓ.ም ጀምሮ እስከ ጥቅምት 24/2014 ዓ.ም በፎርምወርክ ቴክኒሺያን እና ከጥቅምት 24/2014 ዓ.ም ጀምሮ ከድርጅቱ ጋር ያላቸው የሥራ ውል እስከተቋረጠበት ሚያዝያ

20/2014ዓ.ም ድረስ በአርክቴክቸራል/ስትራክቸራል ወርክ ኢንስፒክተር የሥራ መደብ ተመድበው ጥቅል የወር ደመወዝ ብር 6523.00 (ስድስት ሺህ አምስት መቶ ሀያ ሶስት) እየተከፈላቸው የቆዩ ሲሆን፤ በድርጅቱ በነበራቸው የሥራ ቆይታም ተገቢው የሥራ ግብር እና የጡረታ መዋጮ ከሚያገኙት ወርሃዊ ደመወዝ ላይ ተቀናሽ እየተደረገ ለሚመለከተው የግብር ሰብሳቢ አካል ገቢ መሆኑን እንገልጻለን።

በመጨረሻም ሠራተኛው በሄዱበት ሁሉ መልካም ዕድልና መልካም የሥራ ዘመን እንዲገጥማቸው እየተመኘን ይህንን የሥራ ልምድ ማስረጃ ይህንን የሥራ ልምድ ማስረጃ ሰጥተናቸዋል።

Mr, Tilahun Yirga who is an employee of OVID Construction PLC, Gerji FHC Project, has requested us to obtain a certificate regarding his work experience.

Hence, this is to certify that, the aforementioned employee has working in our organization's Gerji FHC 16 blocks of G+11 building, Podium, Amunity and Swimming Pool Project as **Formwork Technican** from February 25/2021 G.C up to Nov 03/2021 G.C and **AR/ST Work Inspector** from Nov 03/2021 G.C up to the termination date of to April 28/2022 G.C by earning basic Monthly Salary of Birr 6523.00 (Six Thousand Five Hundrad Twenty Three Birr), during his employment period, all the necessary income taxes & Pension have been regularly deducted from his monthly salary and forwarded to the relevant government revenue department. Finally, we give this certificate by wishing him all the best and big success in his future careers and endeavors.

ከሠላምታ ጋር



በሪኬን ስብሐው  
Berihun Asfaw  
የሰው ሀብትና ማስቀረቢያ  
HR & Procurement DPM





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Tin No.: 0000018110  
Vat Reg. No.: 010384

Ref. no. MA/7509/24

Date: April 3, 2024

## TO WHOM IT MAY CONCERN

This is to certify Mr. Tilahun Yirga is working in our company as the capacity of Site Engineer from June 13, 2022 up to now. His engaged in our company are as follows:

- Renovation & extension Construction Project /Ongoing - finishing stage/ Belgium Embassy located beside British Embassy.
- B+G+9 structural work /ongoing status 9<sup>th</sup> floor slabs/- Eyerusalem Wonde Apartment building located at bole around back side of Ramada hotel.
- G+9 Apartment Mixed Use Building /Ongoing - finishing stage/ Ato. Minassie Tadesse located at bole around Medhanialalem Church.

His Gross Salary is 16,560.00, none taxable transport allowance 2,200.00 & taxable transport allowance 1,916.00 per month and all government obligations Including Income tax and pension has been deducted from his paid salaries.

Kind Regards,

Fabrizio Maroli

General Manger

