

19<sup>th</sup> June, 2016,  
Simon Gathata Wainaina  
P.O Box 22061 – 00100  
Nairobi,  
Tel: 0720362705.

The Recruiting Officer  
The African Academy of Sciences  
P.O. Box 24916-00502  
Nairobi

Dear Sir/Madam,

**RE: APPLICATION FOR THE POSITION OF BUSINESS DEVELOPMENT  
MANAGER**

I am applying for the above named position in reference to an advertisement in the Daily Nation Newspaper on 17<sup>th</sup> June, 2016. I believe this position shall provide me with a chance to contribute professionally and support The African Academy of Sciences operations.

I am hardworking and honest with initiative and drive and possess good interpersonal, analytical and communication skills. I demonstrate integrity in my conduct and professionalism in my work.

I am a holder of a Master's of Business Administration (Finance) degree, Bachelor of Commerce (Accounting) degree, CPA (K) and Diploma in Business Management

In my working exposure and experience, I have been involved in the demanding roles in Accounting, Finance and Taxation where extensive knowledge and varied skills has been gained. The involvement include financial accounting information analysis, financial management, project cost controlling and monitoring, management of project funds, preparation of management accounts and financial reports, budgets, cash flow, maintenance and implementation of various computerized financial accounting software's, setting up systems of internal controls, among other pertinent duties and offered a lead-hand in improving on efficiency and effectiveness.

Attached find my detailed Curriculum Vitae which provide additional information about my education, work and experience.

I am looking forward to have an interview. Thanking you in advance.



Simon Gathata Wainaina