

Date

Recipient Name

Recipient Designation

Company Name

Recipient Address

Mr. Recipient Name

I am interested in the Production Manager position as advertised in the 'abcwebsite.com' by your organization. The requirements closely match my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I have conducted market analysis of services and products, prepared the analysis reports, coordinated with the research data product team in order to ensure that the data collected are up to date and managed the product lead communications. I acquired the following skills after completing my four years college degree in Business and Finance from University of Texas:

Sound knowledge of online media advertising.

Good interpersonal skills and communication skills.

Ability to maintain good client relationships.

Sound knowledge in the service development.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Yours sincerely,

Your name

OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and 13 years working experience in a challenging and motivating working environment.

EDUCATION

Haramaya University

2011

BSC degree on rural development and agricultural extension

3.35

Alage agricultural college

2005

Diploma on natural resource management

3.75

Harar senior secondary school.

2001

Ethiopian secondary school leaving certificate

2.8

PERSONAL DETAILS

Date of Birth : 12/11/1988

Marital Status : Married

Nationality : Ethiopian

REFERENCE

Shame Abdi - "Harari regional natural resource and agricultural Bureau."

Head

+251912331480 ,+251905495472

Nesredin Ahmed - "Sofi District N/rs and agricultural bureau"

Head

+251982621297

Nuredin Isak - "Rural job creation and food security Bureau"

Head

+251945995362

SKILLS

Technical Support : Installation, configuration & Troubleshooting of hardware & software Applications: MS office (Word, Excel, Power Point, Outlook), MS project.

Moterbike driving skill

Good communication and customer relations.

EXPERIENCE

Harari, Sofi District natural resource and agricultural Bureau.

Sep 2007 - March 2013 G.C

Community development agent, Farmer training center head.

Guide to assist 897 households Plan and implement social development activities. Mainly On agricultural extension, Natural resource conservations and household income diversification projects at grass root. Facilitate, coordinate and arrange groups and conducting farmers training and meetings.

April 2013 - May 2015 G.C

Small scale Irrigation expert

Compiling and analyzing statistical data to identify potential of irrigation fields in the District. At 7 communities total 1250 small scale irrigation farmers and 7 workforces managing, Develop action plan, inspection and analyze results to address area of concern on horticulture production.

June 2015 - July 2017 G.C

Food security and livelihood improvement expert Directing and guiding a workforce of up to 28 individuals. planning, designing and coordinating food security and livelihood improvement programmes projects over 750 beneficiary households in the District.

Regional natural resource and agricultural Bureau.

July 2017 - August 2020 G.C

Monitoring and evaluation expert

At regional level rural job creation directorates monitoring and evaluation expert. Support Districts offices on planning, operating and monitoring work performance. Providing business developing services, training youths, formation of enterprises, developing business plans conducting inspection