

## Letter of Expression of Interest

Date 18/11/2021

**To you, sir,**

**Director of Human Resources At Catholic Relief Services**

Dear sir,

I'm Mendes Mendes Madisse. I write this letter in response to your announcement for the position of finance and administrative assistant. For having an experience of more than 2 years in similar work and with a great desire to learn. Personally I am someone interested in improving my skills and knowledge, so I think I'm an ideal candidate for this job.

As experiences in work in this area I have been an intern for 3 months at the Aga Khan Foundation, intern 6 months in the District Services of Women's Health and Social Action of Namuno, I worked as manager of the National Vaccination Campaign Against Lymphatic Queues and did 3 years as an administrative officer of the Ukumi Unawavia Association.

Dear sir, I can communicate in intermediate English, macua and maconde, this in addition to being able to use my skills in computer systems to exercise this function such as Office (Word, Excel, PowerPoint), database or query systems, online communication systems (Outlook, Skype, Gmail, AOL, Microsoft Team)

Feel free to contact me by email or phone below. Thank you for your attention. Waiting for the return!

Mendes Mendes Madisse

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Mendes Mendes Madisse