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**Hiring Manager**  
Options Consultancy Services Ltd

Nairobi, Kenya

Dear Hiring Manager,

I am writing to express my keen interest in the **Team Assistant** role for the WISH 2 Programme. With my background in administrative, project support and software development, combined with experience in international development settings, I am confident in my ability to contribute effectively to the success of the programme.

In my previous roles as a **Software Developer Intern and Assistant software developer at ICAP**, I honed my organizational and logistical skills by managing data entry projects using REDCap and ensuring timely and accurate reporting. I also contributed to team operations by hosting meetings, documenting discussions, and provided technical support. These experiences have equipped me with the ability to multitask and prioritize responsibilities in fast-paced environments.

Key highlights of my qualifications include:

* **Proficiency with systems and tools**: Extensive experience with MS Office, SharePoint, and project management software, alongside technical exposure to system roll-outs and software maintenance.
* **Financial and budgetary support**: Competence in working with financial data, assisting in budget preparation, and maintaining precise records to support informed decision-making.
* **Excellent communication and formatting skills**: Produced professional reports and presentations, tailored to diverse audiences in an international development context.

My passion for international development aligns closely with WISH’s objectives of delivering high-impact programmes. I am particularly drawn to the opportunity to strengthen operational systems and foster team efficiency, ensuring the seamless execution of the programme's vision.

I am excited about the prospect of bringing my dedication, skills, and enthusiasm to Options Consultancy Services. I would welcome the opportunity to discuss how my experience aligns with your needs.

Thank you for considering my application. I look forward to the possibility of contributing to the WISH 2 Programme.

Yours sincerely,

David Muchoki