

## **Application Letter**

Dear Hiring Manager

It is with pleasure and great interest that I submit the enclosed CV in application for this job vacancy. The role is very appealing to me, and strongly believe that my academic background with vast skills makes me a highly competitive candidate for this position.

I am young energetic, hard worker, co-operative, highly motivated, duty minded, persuasive, polite and sociable person who is willing to work even under difficult circumstances. I believe that I can work my job with efficiency and have a good spirit towards team working. I also assure you that I have the capability to always present the professional image of the organization to the very success of your organization and will try my best to bring a success in my all regards. Having this in your mind would like to consider my application for this vacancy. If your organization considers my application, am ready to appear for interview and exam without any restriction.

To sum up kindly refer my CV for additional information. Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely

Eyob Ekubay Abraha

[eyobekubay8@gmail.com](mailto:eyobekubay8@gmail.com)

0926794915

Addis Ababa, Ethiopia

# Eyob Ekubay

## Database Assistant

I am young energetic, hard worker, co-operative, highly motivated, duty minded, persuasive, polite and sociable person who is willing to work even under difficult circumstances. I believe that I am capable of working my job with efficiency and have good spirit towards team working. I also assure you that I have a capability to present professional image of the organization at all times to the very success of your organization and will try my best to bring a success in my all regards.

✉ eyobekubay8@gmail.com

☎ +251978480057

📍 Addis Ababa, Ethiopia

## WORK EXPERIENCE

### Database Assistant (HR Department) International Rescue Committee

11/2022 - Present

Addis Ababa, Ethiopia

#### Tasks

- Forming and maintaining employee records
- Updating database information.
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Reviewing and renewing company policies and legal compliance
- Communicating with external partners
- Reporting regularly on HR metrics, such as company turnover
- Being the first point of contact for employees on any HR related queries

### IT Expert

#### Apex Digital Shopping Solutions

04/2021 - 11/2022

Addis Ababa, Ethiopia

#### Tasks

- Installing new software and hardware components.
- Regularly evaluating our IT systems to ensure they meet the necessary demands.
- Ensuring data storage is safe and secure.
- Resolving all issues coworkers have with their IT systems and software.
- Educating coworkers about network security and best practices for computer usage.
- Supporting the day-to-day operations of our computer network.

### Volunteer Trainer

#### Future Hopes Integrated Development

09/2016 - 02/2017

#### Tasks

- Give and Facilitate GBV trainings
- Generate Report for training budget holders

## EDUCATION

### Computer Science Dire Dawa Univerity

10/2017 - 03/2021

CGPA 3.53

## SKILLS

Database management

Network Installation

MS Office

Hardware deployment

Operating system (Windows)

Coding

Social media management

Data Entry

Problem Solving

Web Administration

## PERSONAL PROJECTS

Location Based Mobile Advertising (09/2020 - 03/2021)

- Final Year Project Title

## CERTIFICATION

CISCO Certified Network Associate (CCNA)  
(09/2020 - 03/2021)

Cisco Networking Academy

HR Database Management System (03/2023 - 03/2023)

Great Learning Academy

Human Resource Management (04/2023 - 04/2023)

Great Learning Academy

Preventing Fraud and Corruption (01/2023 - 01/2023)

Humanitarian Leadership Academy

Fundamentals of Safeguarding (01/2023 - 01/2023)

Humanitarian Leadership Academy

## LANGUAGES

Amharic

Native or Bilingual Proficiency

English

Full Professional Proficiency

## INTERESTS

Watching Scientific Movies

Reading Books

Searching New Innovations

Listening Music

# Work Experience

## 1. **IT Expert** at Apex Digital Shopping Solutions

30-Mar-2021 to 08-Nov-2022

- Provide IT support and assistance to users.
- Promote and implement new technologies to enhance user experience and increase speed to market.
- Maintain and implement standardized IT policies and procedures.
- Ensure the integrity, availability, and security of the system.
- Conduct regular performance reviews of IT personnel.
- Recommend IT and business process improvements to management and recommend solutions.
- Conduct IT audits, review, and assessment of controls
- Ensure compliance with security and confidentiality standards.
- Provide guidance on IT policies and procedures.
- Coordinate IT project activities with internal departments and external vendors
- Perform IT administrative support activities.
- Developing marketing campaigns on social media.
- Providing customer service via phone or email to resolve issues or answer questions about products or orders.
- Conducting market research to identify new trends in the industry or among competitors.
- Reviewing website analytics to determine which products are most popular or what factors may be influencing customer behavior.
- Managing website and updating its contents.

## 2. **Database Assistant** (HR) at International Rescue Committee (IRC)

14-Nov-2022 to Present

- Responding in a timely manner to user-reported errors.
- Providing support to field offices regarding to HR system support.
- Monitoring system performance and identifying problems that arise.

- Protecting the database against threats or unauthorized access.
- Ensuring that the database is adequately backed up and able to be recovered in the event of memory loss.
- Reporting on metrics regarding usage and performance.
- Suggesting changes and improvements for database maintenance or protection.
- managing database access and permissions.
- ensuring that databases meet users' requirements.
- liaising with programmers, applications/operational staff, IT project managers and other technical staff.
- reviewing and managing database security, integrity and backup procedures.
- writing operating manuals and providing training and support for database use.
- devising and implementing processes for resolving faults and data loss.
- archiving data.

Work Experience on IRC will be provided upon request.

## Apex Digital Shopping Solutions



Date: November 08, 2022

### To whom it may Concern

This is to certify that **Mr. Eyob Ekubay** has been working in our company

From March 30/2021 to November 08/20/2022 as an **IT Expert**.

In his period of employment he used to earn a monthly gross salary of Birr 11,000 (Eleven Thousand) we would also like to confirm that all governmental taxes due were deducted from his salary and paid to the concerned government body.

Throughout the time I have known Mr. Eyob Ekubay, I have found him to be dedicated, hardworking with great aspirations for the future. He handles all his duties and other assignments given to him in professional manner. I am fully confident that he will make positive impact and motivate local professionals with high standard and quality and it won't be difficult for him to demonstrate the knowledge he gains from our company to the society.

*This letter is issued upon the request of the employee and shall not serve as a release paper.*

Best Regards!

Muhdin Yassin

Apexdigital@gmail.com

+251966701724



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**DIRE DAWA UNIVERSITY**

Tel: +251-251127862  
P.O.Box: 1362 , Dire Dawa, Ethiopia



**TO WHOM IT MAY CONCERN**

*This is to certify that*

**EYOB EKUBAY ABRAHA**

*graduated from Dire Dawa University with*

***Bachelor of Science Degree in Computer Science***

*with CGPA of 3.53*

*(Distinction)*

*on March 04, 2021.*

*Issuance of original Diploma and Transcript awaits settlement of cost sharing Expenses or provision of the required service.*

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Dr. Mesfin Berhane

Scientific Director, Dire Dawa  
Institute of Technology

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Ahmed Abdella

Director, Enrollment, Academic Record  
and Alumni Directorate

# CCNAv7: Introduction to Networks

The student has successfully achieved student level credential for completing CCNAv7: Introduction to Networks course administered by the undersigned instructor. The student was able to proficiently:

- Configure switches and end devices to provide access to local and remote network resources.
- Explain how physical and data link layer protocols support the operation of Ethernet in a switched network.
- Configure routers to enable end-to-end connectivity between remote devices.
- Create 1Pv4 and 1Pv6 addressing schemes and verify network connectivity between devices
- Explain how the upper layers of the OSI model support network applications.
- Configure a small network with security best practices.
- Troubleshoot connectivity in a small network.

Eyob Ekubay

Student

Dire Dawa University

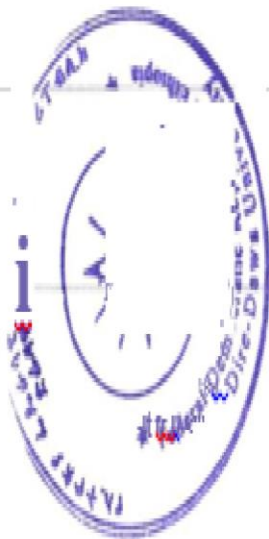
Academy Name

Ethiopia

Location

Sintayehu Alemu Areru

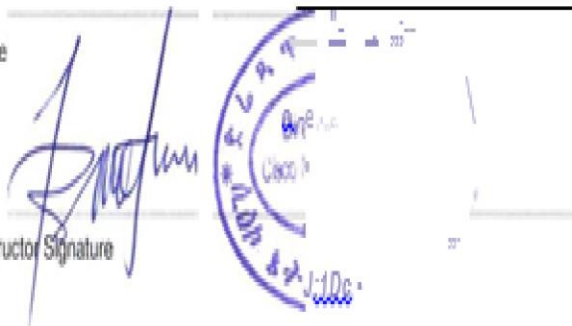
Instructor



9 Mar 2021

Date

Instructor Signature







DIRE DAWA INSTITUTE OF TECHNOLOGY

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DIRE DAWA UNIVERSITY

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UNDERGRADUATE COORDINATOR FOR  
SCHOOL OF COMPUTING

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የትምህርት ማረጋገጫ

Tel: +251-254-111-800

Fax: +251-251-127-971

E-mail: muler.java@gmail.com

P.O. Box: 1362

DIRE DAWA-ETHIOPIA

## Recommendation Letter

### To Whom It May Concern

**Mr. Eyob Ekubay Abraha:**

It gives me great pleasure to write this recommendation letter in favor of Mr. **Eyob Ekubay** whom I have known as my student since January 2017 when he joined Dire Dawa University to pursue his Bsc study in Computer Science. I taught him Fundamentals of Programming II and Object-Oriented Programming courses where he scored excellent grade.

During his study, Mr. Eyob showed his outstanding academic talent and high capability of self-learning. From my involvement with him, I found that he has an excellent inquiring mind and ability to address problems in all directions. He was highly determined, preserving and hopeful. He had a "thirst" for knowledge which is quite remarkable for an undergraduate and this is essential ingredient for a good researcher.

Finally, his final year project was "Location based Mobile Advertisements" which integrates web based and Mobile application. Therefore, I was able to see his ability to deliver a clear, concise, and well-thought presentation with an excellent confidence to answer questions. He is also extremely co-operative and possesses the capacity to contribute positively while working individually and/or as part of a team.

I strongly recommend Eyob to you without reservation. If you have any further questions with regard to his background or qualifications, please do not hesitate to contact me.

With kind regards,  
Mulugeta Getachew, (M.Sc.)  
Undergraduate coordinator for School of Computing  
Lecturer in Dire Dawa University  
Dire Dawa, Ethiopia  
Cell Phone: +251-914-1964-11  
E-mail: [muler.java@gmail.com](mailto:muler.java@gmail.com)

  
**Mulugeta Getachew Regassa**  
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**Undergraduate Coordinator**  
የትምህርት ማረጋገጫ



### Letter of Recommendation

As the Department head and a lecturer, I have had a pleasure of knowing and teaching Mr. EYOB EKUBAY ABRAHA from 2009 – 2012. During his stay; he has been one of my best students who owned a tremendous knowledge on the discipline. He is a dependable and an innovative man who has been appreciated with his dedication and superior written and verbal communication skill.

Throughout the year Mr. Eyob was an active participant in our school, and he always supported his peers. His caring nature and personality allow him to work well with others in a team setting, as he always respects others' opinions even when they differ from his own.

In general, I can say without any reservation that his combination of intelligence, and commitment, creativity and compassionate character will certainly make him a valuable member of any institution. I encourage you to look favorably upon his application. If you have any questions regarding this recommendation, please do not hesitate to contact me at metseyu@gmail.com. Finally, I would like to thank you on behalf of Dire Dawa University for all your cooperation and consideration that you make for Mr. Eyob.

Sincerely,

  
**Eyasu Dereje Getachew**  
አዩሱ ደረጃ ገታቸው  
Head, Information Technology Chair  
School of Computing, Chair of Information  
Technology  
Dire Dawa University  
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ቸር ኃላፊ

# Certificate of Completion

Eyob Ekubay

has successfully completed  
the online learning course

Anti-Sexual Harassment Training - Global

5 January 2023

This course was provided by:

Provider(s): International Rescue Committee (IRC)



# CERTIFICATE OF COMPLETION

Presented to

**Eyob Ekubay**

For successfully completing a free online course  
HR Database Management System

Provided by

**Great Learning Academy**

(On March 2023)



# CERTIFICATE OF COMPLETION

Presented to

**Eyob Ekubay**

For successfully completing a free online course  
**Human Resource Management**

Provided by

**Great Learning Academy**

(On April 2023)



# Certificate of Completion

Eyob Ekubay

has successfully completed the course

**Fundamentals of Safeguarding**

This course was provided by:  
International Rescue Committee (IRC)

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Date Issued: 5 January 2023

**kaya**

humanitarian  
leadership  
academy **h**

# Certificate of Completion

Eyob Ekubay

has successfully completed  
the online learning course

IRC Personal Safety and Security

5 January 2023

This course was provided by:

Provider(s): International Rescue Committee (IRC)



# Certificate of Completion

Eyob Ekubay

has successfully completed the course

## Preventing Fraud and Corruption at the IRC: An Introduction

This course was provided by:  
International Rescue Committee (IRC)

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Date Issued: 5 January 2023

**kaya**

humanitarian  
leadership  
academy **h**