

## Cover Letter

**Horn Career Consultant  
Hargeisa, Somaliland Office  
Position: project Assistant  
Hargeisa Somaliland**

**Name:  
Phone:  
Email:**

**Dear Sir/Madam**

I am writing to apply for the position of Project Assistant at [Company/Organization Name], as advertised on [Job Listing Source]. With my strong organizational skills, attention to detail, and previous experience in project coordination, I am confident in my ability to contribute to the success of your team.

I have completed my Bachelor's degree in [Field of Study] from [University Name], where I gained a solid foundation in project management principles and practices. Over the past [number of years], I have worked in project assistant roles, supporting and assisting project managers in various industries. I had the chance to contribute to various projects, assisting the project manager in coordinating activities, conducting research, and preparing reports. This experience allowed me to further refine my organizational skills and enhance my ability to handle multiple tasks simultaneously. I am confident that my practical experience, combined with my academic background, has equipped me with the necessary skills to excel in the role of a Project Assistant.

I am impressed by [Company/Organization Name]'s reputation for delivering high-quality projects and its commitment to innovation. I am drawn to your organization's values and believe that my dedication, attention to detail, and strong work ethic align well with your company culture. I am eager to contribute my skills and work collaboratively with the team to drive the success of ongoing and future projects. In addition to my professional experience, I possess excellent communication skills, both written and verbal, which enable me to effectively collaborate with diverse stakeholders. I am highly proficient in project management software and tools, including [mention relevant software or tools], and I am capable of quickly adapting to new technologies and systems.

I am excited about the opportunity to join [Company/Organization Name] and contribute to the successful completion of projects. My strong organizational skills, attention to detail, and commitment to delivering high-quality results make me a suitable candidate for this role. Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss how my skills and experience align with your organization's needs. Please feel free to contact me at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

## CURRICULUM VITAE

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**Name:**

**Mobile number:**

**Email:**

### Personal Summary

I am an honest, resourceful, creative, solution-oriented, and hardworking self-starter person who invariably understands exactly what the finance department activities are and how to get them done quickly and effectively. I can come up with new and innovative approaches to my assigned work using my **two years of** working experience with international NGOs together with my natural talents. I am always ready to learn new techniques and procedures. I also like to work with people who have different nationalities, backgrounds, personalities, and religions.

### Work Experience

**Organization:**

**Position: Senior Project Assistant**

**Duration: Jan 2022 – July 2023**

**Responsibilities in this role: -**

- Assisted project managers in planning, organizing, and executing projects to ensure successful completion within set deadlines and budgets.
- Coordinated project meetings, prepared agendas, and documented meeting minutes.
- Managed project documentation, including contracts, proposals, and progress reports.
- Conducted research and data analysis to support project decision-making.
- Communicated and collaborated with cross-functional teams to ensure effective information sharing and project progress tracking.
- Monitored project timelines and milestones, identifying risks and implementing appropriate mitigation strategies.
- Provided administrative support to project teams, including scheduling meetings, managing calendars, and making travel arrangements.
- Developed and maintained project budgets, tracked expenses, and prepared financial reports.
- Assisted in the preparation of project proposals, presentations, and marketing materials.
- Collaborated with cross-functional teams to ensure effective communication and coordination of project activities.
- Conducted data analysis and generated reports to support project decision-making.
- Assisted in managing project documentation and maintaining project files.
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**Organization:****Position:****Duration: June 2021 to February 2022,****Responsibilities in this role: -**

- Assisted in the planning and execution of large-scale construction projects, coordinating with contractors, suppliers, and stakeholders.
- Monitored project schedules, identified potential risks, and implemented mitigation strategies.
- Prepared project status reports and progress updates for senior management.
- Conducted site visits to assess project progress and compliance with safety regulations.
- Collaborated with project teams to ensure effective communication and coordination of project activities.
- Assisted in managing project documentation, including contracts, permits, and change orders.
- Undertaking Archiving Activities, standard manner Soft/scanned records has properly Maintained Financial records are properly archived and share to line manager by latest 5th of next month
- Assist in developing organizing and maintaining all filing systems (both physical and computerized) maintained by the Finance Office.
- Maintain the petty cash and accurately code and record petty cash transactions.

## Educational Background

**Hargeisa University– HARGEISA, SOMALILAND**

- Masters in Project Management (Oct, 2021- Oct, 2023)

**Civil Service Institute – HARGEISA, SOMALILAND**

- Bachelor of Development Management (Oct 2017-Oct 2020)

**Africa Training Centre in Ghana**

- **DIPLOMA in Organizational Financial Management ( June 2021-January 2022)**

**HIMMA INTERNATIONAL - HARGEISA, SOMALILAND**

- Professional Certificate on Islamic Banking and Micro Finance

**Civil Service Institute – HARGEISA, SOMALILAND**

- Professional Certificate on Workplan and budgeting.
- Professional certificate of Result based Management and Monitoring and Evaluation.

## Skills

- Project coordination and management
- Time management and prioritization
- Strong organizational and multitasking abilities
- Attention to detail and accuracy

- Excellent written and verbal communication skills
- Proficient in project management software and tools
- Problem-solving and decision-making
- Team collaboration and stakeholder management
- Research and data analysis
- Adaptability and flexibility

**Professional languages**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Listening</b>
English	Excellent	Excellent	Excellent
Arabic	Excellent	Excellent	Excellent
Somali	Native	Native	Native

**Competencies and Skills:**

- Accounting Software and Systems on a Large Scale
- Well-known internet and computer applications
- Proficient in computer skills and the use of relevant software and applications, such as word processing, spreadsheets, databases, and the internet.
- The ability to work under pressure and manage multiple tasks at the same time.

**Reference**

- ✓ Have strong verbal and written communication skills in English.
1. Name and Position of the organization :  
Email and Telephone Numbers:
  
  2. Name and Position of the organization :  
Email and Telephone Numbers:
  
  3. Name and Position of the organization :  
Email and Telephone Numbers: