



**APPLICATION LETTER**

**Date:**.....

Name	Address	Email	Qualification
Bikila Dessu Wendimu	0917736695 0703736695	<a href="mailto:biqilaadassu@gmail.com">biqilaadassu@gmail.com</a>	B.sc degree in Electrical and computer engineering with industrial control stream.

**To:**.....

**Subject:** Application for the post

**Position:**.....

I am applying this letter for seeking a job in the field related to **Electrical and Computer Engineering with an Industrial control** stream. I am pleased to working in your organization. I graduated in Electrical and Computer Engineering with a B.sc degree at **Jimma University** in regular program in 2016 G.C. I would like to work in the position of your organization vacancies since it is fit for me. I am very anxious to finally secure employment and I hope you will look favorably on my application.

I have enclosed here my curriculum vitae and other testimonies (a copy of my certificate from the Cisco networking academy on IT essentials training and Get Connected course) on what understand what my performance look like. If you consider that I am a suitable applicant for your vacancies, I would be happy to come for an exam and an interview at any time. Please see my resume for additional information on my experience. I can be reached anytime via my cell phone and-mail, 0917736695, 0703736695 ([biqilaadassu@gmail.com](mailto:biqilaadassu@gmail.com)). Hopefully, I will be one of your good choices. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

I to hear from you soon, I have attached copies of my academic degree and curriculum vitae together.

Sincerely yours.

Bikila Dessu Wendimu

Signature



**1. PERSONAL DETAILS**

➤ Name	Bikila DessuWendimu
➤ Age	30
➤ Sex	Male
➤ Place of birth	Jimma Rare, Oromia, Ethiopia
➤ Date of birth	August26,1983E.C
➤ Nationality	Ethiopia
➤ Region	Oromia
➤ Health condition	Mentally and physically healthy
➤ Address	Addis Abeba, Ethiopia
➤ Self-phone	0917736695, 0703736695
➤ E-mail	biqilaadassu@gmail.com

**2. EDUCATIONAL BACKGROUND:**

2012-June28 <sup>th</sup> 2016 G.C	2010-2011G.C	2008-2009G.C	2000-2007G.C
Completion of Bachelor degree in <i>Electrical and Computer Engineering with industrial control stream</i> , from Jimma University, Jimma Institute of Technology(JiT)	Completion of preparatory school In Wayu (11 <sup>th</sup> -12 <sup>th</sup> )	Completion of high school in Gedo secondary school (9 <sup>th</sup> -10 <sup>th</sup> )	Completion of Primary school in Goben primary The school (1 <sup>st</sup> -8 <sup>th</sup> )

**3. QUALIFICATION:** B.sc degree in Electrical and computer Engineering with industrial control stream with **CGPA 3.08 out of 4.00**

**4. SPECIAL SKILLS:**

- Motor rewinding
  - Electrical installation
  - Computer maintenance and network installation
  - Programming languages: Assembly, C/C++,java(OOP),Arduino and MATLAB.
  - Simulation software: Simulink and Proteus.
  - Excellent interface with Computer, MSOffice(Excel, word, access, power point and database) and Internet.
  - Excellent Interface with control systems, Robots, and PLC.
  - Professional Experience and knowledge in LAN/WLAN
- Working knowledge of PHP or other scripting languages will be an added advantage.



**LANGUAGE SKILLS:**

Languages	speaking	Writing	Reading	listening
English	Good	Good	Good	Good
Amharic	Good	Good	Good	Good
Afan Oromo	Excellent	Excellent	Excellent	Excellent

**OTHER SKILLS:**

- Well-mannered, hardworking, cooperative, led by the result of the work, and a sociable person
- Well-hearted to share my experience with others i.e. teamwork.
- Discharge my responsibilities to the best of my profession, if I am given a chance to work.

A person with higher affinity on scientific knowledge as well as the social and the cultural knowledge of the livelihood makeup or rural communities.

- Interpersonal communications, building coherent innovation and conflict management.

**ADDITIONAL CERTIFICATES:**

- I have a certificate in CISCO networking academic program (*IT essential and Get Connected course* ).
- I have a certificate in Sebeta polytechnic college( *Information Technology Supporting service(ITSS) level-II with COC* )

**2. WORK EXPERIENCE:**

Name of company	Duration	Location	position
➤ Finchaa Sugar factor	4 months	H/G/W zone , Finchaa	<ul style="list-style-type: none"> <li>➤ Workshop</li> <li>➤ Control systems</li> <li>➤ Electrical installation</li> </ul>
➤ CISCO Networking academy	6 months	Jimma university	<ul style="list-style-type: none"> <li>➤ Internal Computer with networking systems</li> <li>➤ Computer maintenance</li> </ul>
City government Addis Abeba TVET Agency Gofa Technical & Vocational Education and Training Institute.	January 9, 2017 up to September 5, 2020	Addis Abeba	<ul style="list-style-type: none"> <li>➤ IT Officer</li> </ul>



**PROJECT EXPERIENCE:**

- Community based on training program(CBTP)project(1<sup>st</sup>year–4<sup>th</sup>year)at Jimma University.
- Mini project on smart egg incubator
  
- Final year project on railway track security system using GSM and Gate control.

**HOPPY.INTEREST OR ACTIVITIES:**

- Reading books and scientific journals.
- Satisfaction on best outcome after hard work and agreement.
- Understanding the secret of nature.
- Referring to different websites.

**WISH:** I wish to be a skilled man in Electrical and computer engineering.

**REEERENCE:**

- **Mr. Mohamed Ahmed:** chair holder industrial control stream at School of electrical and computer engineering at Jimma University
- **Address:** Jimma, Ethiopia
- **E-mail:** [moha64310@gmail.com](mailto:moha64310@gmail.com)  
**Cell phone:**+251926765606





**Mootummaa Naannoo Oromiyaatti  
Biiroo Barnootaa  
Regional State of Oromia  
Education Bureau**

WARAQAA RAGAA QORUMSA NAANNOO KUTAA 8<sup>ffaa</sup> GRADE 8 REGIONAL EXAMINATION CERTIFICATE

Maqaa <u>Bizilaa Dasso</u> <u>Naadinuu</u>	Name <u>Bikila Desu</u> <u>Naadinuu</u>
Umrii <u>16</u> Saala <u>Dhi</u>	Age <u>16</u> Sex <u>M</u>
Lakk. Galmee <u>325691</u>	Reg. No. <u>325691</u>
Bara 1999	Year 2007
Maqaa Mana Barnootaa <u>Goben</u>	School Name <u>Goben</u>
Godina/Bul. Mag. <u>Horroo Guduruu</u> <u>Wallaqsa</u>	Zone/Town Adm. Edu. Office <u>Horro</u> <u>Guduru Wellesa</u>
Qabxii giddu Galeessaa <u>70</u>	Scored <u>70</u> Average and <u>77.1</u> %ile
Parsantaayilii <u>97.1</u> <del>97.1</del>	And <u>PROMOTED</u> to grade 9
Gara kutaa 9ffaa tti	Zonal/Town Office Head's Name and Signature
Maqaa fi Mallattoo Hogganaa Waajjirichaa	
Maqaa fi Mallattoo Qorumsaa	
Maqaa fi Mallattoo Hogganaa Waajjirichaa	
Maqaa fi Mallattoo Qorumsaa	
Maqaa fi Mallattoo Hogganaa Waajjirichaa	
Maqaa fi Mallattoo Qorumsaa	

**Hubachiisa**  
Waraqaan ragaa kullaa hin qabu. Erasure, alterations or absence of the photograph invalidates this certificate.



### IT Essentials

During the Cisco Networking Academy® course, administered by the undersigned instructor, the student was able to proficiently:

- Select the appropriate computer components to build, repair, or upgrade personal computers.
- Explain how to correctly use tools and safely work in a lab.
- Install components to build, repair, or upgrade personal computers.
- Explain how to perform preventive maintenance and troubleshooting on personal computers.
- Install Windows operation systems.
- Perform management and maintenance of Windows operating systems.
- Configure computers to communicate on a network.
- Configure devices to connect to the Internet and Cloud services.
- Explain how to use, configure, and manage laptops and mobile devices.
- Explain how to configure, secure and troubleshoot mobile, OS X, and Linux operating systems.
- Install and share a printer to meet requirements.
- Implement basic host, data, and network security.
- Explain the roles and responsibilities of the IT professional.
- Troubleshoot advanced hardware and software problems.

**Bikila Dessu**  
Student

**Jimma University**  
Academy Name

**Ethiopia**  
Location

**Hiwot Asefa**  
Instructor

**Jun 22, 2016**  
Date

*[Signature]*  
Instructor Signature






**Federal Democratic Republic of Ethiopia**  
**Technical and Vocational Education and training**  
**(TVET) Agency**


**National Qualification Certificate**

is awarded to




**Bikila Dessu Wendimu**

for having demonstrated competence against the **Ethiopian**  
**Occupational Standard for**

**Information Technology Support Service**    **Level: II**

Assessment Date: 09/04/2015    Assessment Center: Sebeta PTC  
 certificate No.: ICT ITS2-OFFB-4993    Issued on: 22/12/2022  
 Valid until: 22/12/2025



**ገጥሙ ነጋሠ**  
**Getachew Negas**  
ፕሮጀክቲቭ ደ/ር  
**Director General**

Federal TVET Agency



**Gammachuu Dajanee Waaqayyoo**  
ገጠቱ ደጀን ዋቀቶ  
**Itti Gaafatamaa Damee Finfinnee**  
የፌዴራል ትራንስፎርሜሽን ዓ.ገ.ፊ.

Agency/Center of Competence

**Code A:** \_\_\_\_\_ **Control: №** 2401527



• This National Qualification Certificate is issued under the authority of Federal TVET Agency & recognized within the National TVET Qualifications Framework.  
 • For the details of the Qualification, Please refer to the list of units of competence attached to this Certificate.  
 • This certificate is Valid; if the preceding levels of certificate/s is/are presented

B.S.S.P.E





**Federal Democratic Republic of Ethiopia**  
**Technical and Vocational Education and training**  
**(TVET) Agency**

  

***National Qualification Certificate***

is awarded to

**Bikila Dessu Wendimu**

  

**for having demonstrated competence against the Ethiopian Occupational Standard for**

Information Technology Support Service **Level:** 1

Assessment Date: 27/07/2014 Assessment Center: Sebeta PTC  
 certificate No.: ICT ITS1-OFFB-5177 Issued on: 09/04/2022  
 Valid until: 09/04/2025

**ደገው ኔጌሥ**  
**Getachew Negasi**  
 Federal TVET Agency **Director General**

**ገመድ ደጅኔ ዋቀቶ**  
**Itti Gaafatamaa Damee Finfinnee**  
**የፌዴራል ት.ት.ት. አ.ክ.**  
 Agency/Center of Competence

  

**Code A:**

**Control: № 2205937**

  

- This National Qualification Certificate is issued under the authority of Federal TVET Agency & recognized within the National TVET Qualifications Framework.
- For the details of the Qualification, Please refer to the list of units of competence attached to this Certificate.
- This certificate is Valid; if the preceding levels of certificate/s is/are presented



በአዲስ አበባ ከተማ አስተዳደር ቴክኒክ እና ሙያ ትምህርትና ሥልጠና ኤጀንሲ  
የጎፋ ቴክኒክና ሙያ ትምህርት እና ስልጠና ተቋም  
City Government of Addis Ababa TVET Agency  
Gofa Technical & Vocational Education & Training Institute.



ቀን:- 13/01/2014 ዓ.ም  
ቁጥር:- 0184/ጎፋ/14

**የሥራ የምስክር ወረቀት**  
**Work certificate**

ስም:- አቶ ቢቂላ ደሱ ወንድሙ

Name: Bikila Dessu Wondimu

በድርጅቱ ሥራ የተቀጠሩበት ቀን:- 01/05/2009 ዓ.ም

Date of Employment:

ከድርጅቱ ሥራ የለቀቁበት ቀን:- 30/12/2013 ዓ.ም

Date of termination from organization:

የሥራ ድርሻ:- የኮምፒዩተር ባለሙያ

Job specification: IT Officer

ያገኘው የነበረው ደመወዝ:- 3,250 (ሦስት ሺህ ሁለት መቶ አምሳ ስር)

His/Her Last Salary:

ሥራ የለቀቁበት ምክንያት:- በራሳቸው ፍላጎት

Reason for termination of contract: On his/her request

የመንግስት ግብርና የጡረታ መዋጮ ተቀንሶ ገቢ ሆኗል።

All legal Taxes were deducted

**አስተያየት:-**

አባሉ/ሷ በጎፋ ቴክኒክና ሙያ ኮሌጅ በኮምፒዩተር ባለሙያ መስክ ሲያገለግሉ ከቆዩ በኋላ በራሳቸው ፍላጎት ስራቸውን የለቀቁ ሲሆን በሌላው በታ ሁሉ መልካም የሥራ ጊዜ እንዲሆንላቸው እንመኛለን።



አንደኛት ወርቀ ታገኘ  
Andnet Worku Tagegr  
የና ስራ አስኪያጅ  
G/Manager

