INFORMATIONPERSONAL **Melat**

ADDIS ABABA , ETHIOPIA



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0504753686

WORK EXPERIENCE



|  |  |
| --- | --- |
| 08/09/2020 – Present | Country Director of Ethiopia |
|  | Addis Ababa, Ethiopia |
|  |  |
|  | 1. | Prepare and deliver presentations on behalf of the upcoming 2020 |
|  |  | event as necessary with high level sponsors and partners |
|  | 2. | Develop and grow relationships with key stakeholders within the finance |
|  |  | industry, media , corporate ETHIOPIA and with various Country Award |
|  |  | Nominees to ensure a successful 2020 event |
|  | 3. | Identify and approach as well as negotiating with suitable marketing, |
|  |  | print and advertising sponsors and partners to produce and distribute |
|  |  | the AWIBF Event Magazines,(1000 copies minimum) as well as all other |
|  |  | branding collateral to enhance the WIBF AFRICA (ETHIOPIA)project |
|  | 4. | Prepare and deliver presentations for the WIBF Africa Edition |
|  |  | Magazines acceptability by stakeholders in the banking and finance |
|  |  | industry |
|  | 5. | Any other role that will lead to the success of the 2020 Event in other |
|  |  | African country |
|  |  |
| 16/07/2018–30/06/2019 | Communication and Coordination Assistant and Consultant (AFRICAN |
|  | GIRLS CAN CODE INITIATIVE,AGCCI) |

**United Nation Women UNW, A.A (Ethiopia)**

**www.unw.org**

1. Drafting various TORs related to the different work components of AGCCI specifically for the Communication Strategy.

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1. Draft Various working documents Draft Concept to ensure all works related to the coding Camps are processed.
2. Provide Criteria for the selection of countries for media campaigning.
3. Draft and revise the e Criteria and selection for Role Models
4. Identify contact and work with different role models for AGCCI
5. Identify, Contact and work with different media companies with regards to AGCCI media Campaign
6. Identify and Contact various tech companies across Africa to be a part of the AGCCI digital platform
7. Updating the Budget accordingly and when necessary for the media campaign
8. Design and Procurement for the visibility materials for meetings
9. Drafting TOR for Communication Strategy.
10. Draft Concept note and Agenda for media campaigning
11. Ensure all logistics and documentation are in place for all Boot Camps taking place in Addis and respective countries accordingly.
12. Take notes and record all recommendations discussions and decisions accurately and objectively during Boot Camps and AGCCI Partners Meetings.
13. Ensure that the proceedings under each agenda item for the meetings are properly documented.
14. Support tracking of trainees to ensure that they are using acquired knowledge to advance their careers or entrepreneurial ideas.
15. Provide reports of trainees to the Programme Advisor to facilitate reporting on progress for the Programme.
16. Support design and production of creative communication materials to popularize the results of the AGCCI.

28/08/17–28/02/18 Administrative Assistant

**African Union Commission, A.A (Ethiopia)**

**www.au.int**

1. Supporting logistics for travel and document distribution
2. Office administrative duties
3. Preparing document inventories.
4. Managing document and storage retrieval.​
5. Prepare and participate in various meetings and take minutes and/or notes;

6.Sourcing and ordering stationery and office equipment;

7.Lliaising effectively with internal and external stakeholders

8.Prepare correspondences, executive summary, reports, briefing

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papers, power point presentations

9.Schedule a high volume of appointments, meetings and travel arrangements

12/05/16–05/05/17 Logistic Officer & Supporting staff

**Eyerusalem Logistic Company, A.A (Ethiopia)**

1. Design and implement new plans and procedure as needed.
2. Review the system and process.
3. Effectively manage the resources (human & capital) and maintain financial transparency.
4. Planning for the potential needs of a company.
5. Management of the warehouse and inventory computer systems
6. Overseeing and supervising the Security
7. Tracking shipment progress
8. Ensured that all newly recruited staff were adequately trained and identified any additional training needs to achieve high working standard
9. Completed accounting, reporting and internal control systems and ensured all were functional and all relevant records were well maintained
10. Knowledge of Microsoft Office applications, such as Word and Excel was essential for my post.

Business or sector Other service activities

13/07/13–18/10/16 Flight Attendant and Overall Admin Assistant

**Ethiopian Airlines, ADDIS ABABA (Ethiopia)**

**www.ethiopianairlines.com**

1. Provide excellent customer service to passengers and crew members.
2. Responsible for safety, security and comfort to passengers.
3. Assist and prepare passengers for complication while on-board. Management of office supplies stock and placing orders 4.Preparing regular financial reports

5.Upkeep of relevant company databases

6.Provided data to assist in the preparation of reports

7.Provided effective contribution to the HQ administrative and clerical

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EDUCATION AND TRAINING

10/09/2019 - PRESENT

team ensuring cover where appropriate

8.Customer service was key in my role of duties, ensuring customer satisfaction was a priority at all times

1. Contacted customers on a regular basis to follow up enquiries. As a follow-up of this, I also gave information and advice to deal with customer queries

Business or sector Service activities and minimal Administration



**Doctorates in Philosophy, PH.D in Christian Leadership Vision International University**, **ADDIS ABABA (Ethiopia)** Church Administration and Leadership

Interpersonal Communication and Conflict Advanced Leadership and Administration

Spiritual Leadership Formation and Basic Principle Christian Ethics

The Missionary Encounter with World Religion Advanced Spiritual Leadership Formation

15/10/2017- PRESENT **French Language Courses**

Alliance Française, **ADDIS ABABA (Ethiopia)**

**A2 Class**

19/10/2016–14/07/2019 **Masters of Art in HUMAN RESOURCE MANAGEMENT**

**ADDIS ABABA UNIVERSITY (COMMERCE), ADDIS ABABA (Ethiopia)**

Human Resource Management

Research

Organizational Behaviour

Operational Management

Human Resource Planning and Development

Industrial Relations and Labour Law

Compensation and Reward Management

16/09/2010–18/07/2013 **B.A in Public Administration and Development**

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**Management, minor in Management**

**ADDIS ABABA UNIVERISITY, ADDIS ABABA (Ethiopia)**

Management​

Public Administration

Sophomore English

Introduction to Logic

Accounting

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| --- | --- | --- | --- | --- | --- | --- |
| PERSONAL SKILLS |  |  |  |  |  |  |
| Mother tongue(s) | Amharic |  |  |  |  |  |
| Other language(s) |  |  |  |  |  |  |
| UNDERSTANDING | SPEAKING | WRITING |  |
|  | Listening | Reading | Spoken | Spoken |  |  |
|  | interaction | production |  |  |
|  |  |  |  |  |
| English | C2 | C2 | C2 | C2 | C2 |  |
|  |  |  |  |  |  |  |
| French | A2 |  | A1 |  |  |  |



Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2:



Proficient user

|  |  |
| --- | --- |
| Communication skills | Good communication skills gained being on the front line in providing high |
|  | quality service to the customer and representing the airline to the public as |
|  | a cabin crew. |
|  | Excellent sense of awareness of other reactions and understanding while |
|  | in contact with customers. |
| Organisational / | Motivating, developing, and directing people as they work, identifying the |
| managerial skills | best people for the job as a logistic officer. |
|  | Managing one's own time and the time of others as logistic officer. |
|  | ​ ​ ​ |
| Job-related skills | \*Communicating with Supervisors, Peers, or Subordinates - Providing |
|  | information to supervisors, co-workers, and subordinates by telephone, in |

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written form, e-mail, or in person.

\*Interacting with Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

\*Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic form.

\*Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.

\*Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.​

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Digital competence |  |  | SELF-ASSESSMENT |  |  |  |  |  |  |  |  |  |
|  | Informatio |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | n |  | Communi |  | Content |  | Safety | Problem |  |
|  | processin |  | cation |  | creation |  | solving |  |
|  |  |  |  |  |  |  |  |  |  |
|  | g |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Proficient user | Proficient user | Independent | Independent | Independent |  |
|  |  |  |  |  | user |  |  | user | user |  |
| Interest/Hobby |  |  |  |  |  |  |  |
| Reading, listening to Christian sermons and French podcasts and learning |  |
|  | French language |  |  |  |  |  |  |  |  |  |  |  |  |

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