

PERSONAL INFORMATION

Melat Kebede Abraham



Addis Ababa, Ethiopia



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Kmelat175@gmail.com

Sex Female

Date of birth 26/10/1996

Nationality Ethiopian

WORK EXPERIENCE

May – 06 – 2021

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January – 08 - 2022

Manager

Gari Auto Care Plus, Addis Ababa, Ethiopia

- Directing various departments to ensure the smooth running of the company.
- Involved in the recruitment and mentoring of new staff.
- Prepare wage and salary statement of company.
- Participate to prepare HR policy and executed all activities.
- Maintaining excellent relationships with clients and suppliers.

July 2019 – August 2019

Intern

Atlas Computer Technology, Addis Ababa, Ethiopia

Backend Development

- Define and communicate technical and design requirements.
- Collaborate with Front-end developers.
- Main focus on coding and debugging.
- Troubleshoot and debug applications.
- Learn about new technologies.

August 2018

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September 2018

Intern

Exceed IT Solution, Addis Ababa, Ethiopia

	Android Development <ul style="list-style-type: none"> • Design and build advanced application for the Android platform. • Work with outside data sources and APIs. • Work on bug fixing and improving application performance. • Collaborate with cross-functional teams to define, design, and ship new features.
2011 –2015	Customer Service Private Company , Addis Ababa, Ethiopia <ul style="list-style-type: none"> • Greeted and interacted with customers to determine their product requirements. • Ordered and maintained the inventory level of all merchandise and supplies. • Provided purchasing assistance to customers and guided them to product location. • Prepared and maintained correct and complete records related to work activities.

EDUCATION AND TRAINING

2015/2016 - 2020	Bachelor's Degree Adama Science and Technology University , Addis Ababa, Ethiopia Major in Computer Science and Engineering with Major GPA of 3.49 and CGPA of 3.14
2010/2011 - 2015/2016	High School Diploma Safari Academy High School , Addis Ababa, Ethiopia Major in Natural Science

PERSONAL SKILLS

Mother tongue(s)	Amharic (አማርኛ)				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English language	intermediate	intermediate	intermediate	intermediate	intermediate

Job-related skills

- A strong ability to anticipate and diagnose problems.
- Ability to organize and classify large amounts of information.
- A systematic approach to work and problem solving.

Computer skills

- Ms Office (Word, Excel, Outlook, PowerPoints, OneNote, Access).
- Google Drive (Docs, Sheets, Slides, Forms).
- Spreadsheets (Excel, Google Sheets, OpenOffice Calc.).
- Software (Java, C++, Python, SQL, C#).
- Computer Hardware (software installation, Network configuration, system administration).

Communication skills

- Excellent written and verbal Communication skills.
- Empathic listener and persuasive speaker.

Driving license

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COMMUNITY INVOLVEMENT

2015/2016 - 2020

Volunteer

20/25 Club, Adama, Ethiopia

- Advertised volunteer opportunities, and interviewed and selected suitable volunteers.
- Liaised with external organizations also needing volunteers and support.
- Coordinated and supported the work of volunteers, and ran projects and events to attract new volunteers.

ADDITIONAL INFORMATION

Memberships

20/25 Club, Adama, Ethiopia
2016 – Present