

## PERSONAL INFORMATION

Melat Kebede Abraham



Addis Ababa, Ethiopia



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Sex Female Date of birth 26/10/1996 Nationality Ethiopian

## WORK EXPERIENCE

### Manager

Gari Auto Care Plus, Addis Ababa, Ethiopia

May – 06 – 2021

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January – 08 - 2022

- 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.

### Intern

Atlas Computer Technology, Addis Ababa, Ethiopia

#### Backend Development

July 2019 – August 2019

- 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

2011 –2015

Android Development

- 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.

#### Customer Service

[Private Company](#), Addis Ababa, Ethiopia

- 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

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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

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Mother tongue(s)	Amharic (አማርኛ)				
Other language(s)	UNDERSTANDING			SPEAKING	
	Listening	Reading	Spoken interaction	Spoken production	WRITING
English language	intermediate	intermediate	intermediate	intermediate	intermediate
Job-related skills	<ul style="list-style-type: none"> <li>• A strong ability to anticipate and diagnose problems.</li> <li>• Ability to organize and classify large amounts of information.</li> <li>• A systematic approach to work and problem solving.</li> </ul>				
Computer skills	<ul style="list-style-type: none"> <li>• Ms Office (Word, Excel, Outlook, PowerPoints, OneNote, Access).</li> <li>• Google Drive (Docs, Sheets, Slides, Forms).</li> <li>• Spreadsheets (Excel, Google Sheets, OpenOffice Calc.).</li> <li>• Software (Java, C++, Python, SQL, C#).</li> <li>• Computer Hardware (software installation, Network configuration, system administration).</li> </ul>				
Communication skills	<ul style="list-style-type: none"> <li>• Excellent written and verbal Communication skills.</li> <li>• Empathic listener and persuasive speaker.</li> </ul>				
Driving license	B				

## COMMUNITY INVOLVEMENT

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2015/2016 - 2020	<p><b>Volunteer</b></p> <p><b>20/25 Club</b>, Adama, Ethiopia</p> <ul style="list-style-type: none"> <li>• Advertised volunteer opportunities, and interviewed and selected suitable volunteers.</li> <li>• Liaised with external organizations also needing volunteers and support.</li> <li>• Coordinated and supported the work of volunteers, and ran projects and events to attract new volunteers.</li> </ul>
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## ADDITIONAL INFORMATION

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### Memberships

20/25 Club, Adama, Ethiopia

2016 – Present