**SUMMARY**

* Varieties of experience, in Finance, Human resource, Insurance and Saving Jobs, worked at Algonquin college, Addis Ababa university, Hilton Addis Ababa and Industrial Alliance insurance and investment groups
* Education and Knowledge of Accounting and Finance (BA) as well as Human resource management(MA)
* High level of problem solving skills with attention to detail gained from a significant years of experience
* Calm, patient even under high pressure situations, team worker and works well independently

**LANGUAGES:** English and Amharic, and Basic French

 **COMPUTER SKILLS:** MS Office: (Excel, Word, Outlook) Sun system, Micros and Opera

HR programmes :( Oasys, Edoc, Taleo, Workday and Hilton OnQ)

**HR WORK EXPERIENCE**

**Currently I am working as a Site manager in TBM service groups, as of March 2022. I am responsible in hiring, employee relation, Payroll, training, supplies management.**

**Benefit and Pension officer May 2021 – Oct.2021**

Algonquin College

* Benefit and Pension enrolment of Academic, Admin and Support employees
* Worked on inboxes with HRIS-Workday on benefits and pension requests
* Worked on PSS -Plan sponsor system and CAAT pension plan system

**HR Coordinator April 2015-Sept.2016**

Hilton Addis Ababa, Ethiopia

* Coached the HR Admin Assistants on hiring, on boarding and documentation
* gave newly hired and performance development trainings
* Entered and maintained HR data of new hires, changes and separations on the HRIS
* Coordinated and followed up communication meetings and Performance management
* Prepared and Followed up the HR department Budget and Variance
* Reported timely HR reports to managers
* Assisted in administering Pension and Provident funds

**HR Admin. Assistant May 2014-March 2015**

Hilton Addis Ababa, Ethiopia

* Processed recruitment, Selection and Placement of Employees
* Prepared attendance ,payroll reports and various HR reports
* Oversaw the Transportation section of the hotel, mainly the service to the staff

**FINANCE WORK EXPERIENCES**

**Financial Security Advisor June 2019 –Sept.2020**

Industrial Alliance and Group Insurance Company

* Advise clients on Life, Disability and Accidental Insurance and investment based on their financial needs analyzed
* Process applications and claims on insurance and investment electronically
* Follow up contracts and make amendments on existing clients and Prospects

**Purchasing Coordinator Nov2013-May2014**

Hilton Addis Ababa, Ethiopia

* Assisted the Procurement Manager in purchasing the right goods and materials at the right price and volume, and at the required quality to ensure a cost-effective approach to purchasing within the hotel
* Worked with internal and external customers to ensure smooth lines of communication so that all requirements are met effectively
* Prepared orders in line with business requirements
* Worked closely with the Heads of Department to ensure effective stock control

**Night Auditor June 2010-Oct. 2013**

Hilton Addis Ababa, Ethiopia

* Ensured the maintenance of professional financial standards throughout the hotel
* Undertook a review of end-of-day takings against logged reports
* Edited all reports to ensure accuracy and full completion
* Investigated any anomalies found between daily reports and takings
* Trained the Night Managers in ensuring the accurate completion of systems and processes
* Assisted the Night Manager in emergency situations

**Checker June 2006-May2010**

Hilton Addis Ababa, Ethiopia

* Received and posted all food and beverage checks into the hotel computer system
* Efficiently processed all customer accounts and total daily revenues
* Produced daily cash and ledger reports
* Followed up and check the food and beverage services being provided
* Managed customer or team member inquiries and complaints, promptly and completely
* Processed the overall recreation outlets revenue including verification of memberships

**Loan Clerk June 2002-June2006**

Addis Ababa University, College of Commerce, Ethiopia

* Prepared loans for the academic and administrative staff
* Maintained the necessary files and documentation
* Reported monthly deductions of the principal and the interest to Finance
* Trained banking practice to college students

**EDUCATION**

**Master of Arts in Human Resources Management July 2015**

Addis Ababa University College of Commerce

**Bachelor of Arts in Accounting and Finance July 2007**

Addis Ababa University college of Commerce

**Diploma in Accounting and Finance July 2001**

Addis Ababa University college of Commerce

**PROFESSIONAL AFFILIAITON**

\*Silver status Member of the Hilton honours employees **2016**

**AWARDS**

Team member of the year: Hilton Addis Ababa Hotel **2015**

**VOLUNTARY EXPERIENCE/COMMUNITY INVOLVMENT**

* OCICO, Ottawa, volunteer in Finance department as of January 2019 to June 2o19
* Blue energy team in Hilton Hotel, Coordinated the ‘Angle box’: yearly donation of learning equipment and emotional support to needy elementary school students (2014-2016)
* Assisted and Championed Hilton Addis Ababa Blue energy team, which has been working for the betterment of the community, Guest, Team member and the environment (2014-2016)
* Assisted in coordinating the Blood donation in collaboration with the Red Cross and sponsors (2014-2016)

**REFERENCES:** Available upon request