

Tesfanesh Tamirat Haile

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LinkedIn: nan | Website: nan
Date of Birth: 1990-10-27 00:00:00 | Gender: Female | Nationality: Ethiopian

Profile Summary

A highly motivated organized HR professional having more than 7 years relevant experience in the sector in a number of international organizations. Has a talent in attracting qualified employees and matching them to jobs for which they are well suited, train and motivate staffs to meet challenging performance targets. And Pivotal contributor to senior operating and leadership executives.

- Recruitment & Selection
- Record and information Management
- Performance Management
- Benefits & Compensation
- Employee relations
- Training & Staff Development
- HR Information Systems (HRIS)

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| HR Officer | Development for Peace Organization (Local NGO) |
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| Reporting to Operation Manager | starting from Jul 7/2023 - Nov30/2024 |
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Roles

- Support the development and implementation of HR initiatives and systems.
- Provide counseling on policies and procedures.
- Be actively involved in recruitment by preparing job descriptions, and managing the hiring process.
- Create and implement effective onboarding plans.
- Develop training and development programs.
- Assist in performance management processes.

Support the management of disciplinary and grievance issues.

Maintain employee records (attendance, staff data etc.) according to policy and legal requirements.

Review employment and working conditions to ensure legal compliance.

Make sure the new employee fulfils the necessary pre-employment document.

Working on HRM system for adding new hires, Making contract and any changes of employees

Key Achievement: - Reviewing HR Manual of the organization in the context of the national law& talent placement for two new projects in filed areas in tight deadlines.

HR Generalist.

Elsewedy Cables Ethiopia Plc.

Reporting to: HR Business Partner East Africa. starting from Dec/2020 – Jul /2023

Roles

Recruitment, Placement & Talent Management

Compensation and benefit administration

HR File Management

Performance Management

Training & Development

Key Achievement:-participating in Graduate development program & developing succession plan.

Position : Senior HR Officer

Be connected Printing & Labeling Plc.

Reporting to HR Manager. Jul 2017-oct 2020

Roles

Act as liaison with operation team in order to adequately trouble shoot HR related issues and questions of personnel;

Involve with development of organizational plan -employee on- boarding-performance appraisal training -compensation and reward,

Support management team with implementing new policies, procedures, rules and regulation;

Recruit, screen and interview potential candidate;

Support and facilitates activities of training department including assessing needs and result, development of training manuals, with the member of training center project team.

Key Achievement: - Providing training on a regular basis for all employees (+/-180 employees) about company values.

Sales Executive at FANTASY Pvt.ltd (Maldives)

Reporting to Managing Director. starting from Oct 2017 – June 2027

Achieve sales target.

Develop a strong relationship with the resorts at all levels.

Ensure accuracy of Purchase orders, delivery orders, prices and invoices issued.

Coordinate the deliveries on a daily basis with the warehouse and various departments within the

EDUCATIONAL BACKGROUND

LLB (Law Bachelor) July, 2012 Adama science & Technology University,
Ethiopia.

TRAININGS and CERTIFICATIONS

- HR as a Business Partner: - Awarded from LinkedIn Learning.
- Introduction to Human Resource Management in Humanitarian Context: - Awarded from kaya Humanitarian Leadership Academy.
- PSEA: Awarded from kaya Humanitarian Leadership Academy.
- Human Resource Management: - Awarded from Addis Chamber Training Institute.

Work Experience

HR Officer , Senior HR Officer , HR Generalist , HR Officer , Junior sales at Beconnected Printing and Labeling P

Location: Addis Ababa, Ethiopia

Responsibilities: Talent Management & Acquisition

Employee Engagement & Culture

Learning and Development

Compensation and Benefits

Education

Bachelor's Degree in Law

Institution: Adama Science & Technology Plc | Dates: 2008-11-12 00:00:00 - 2028-02-25 00:00:00

Location: Adama

Skills & Tools

Outlook, Excel , Word, Chat GPT

Languages

