

Natnael Hunegnaw Assefa

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LinkedIn: linkedin.com/in/natnael-hunegnaw | Website: nan

Date of Birth: 1994-01-22 00:00:00 | Gender: Male | Nationality: Ethiopian

Profile Summary

young self-driven and motivated Human resource manager with 7 years of international , local and multi national companys indifferent sector and different position.

Work Experience

HR Officer at Beconnected industrial (2015-11-01 00:00:00 - 2018-08-29 00:00:00)

Location: Dukem

Responsibilities: Controlling and updating ERP (Enterprise Resource Process) system.

Creating and Developing Employee contract as well as hiring.

Creating Contracts for the assets like:

House and,

Vehicles

Accommodating guests with hotel reservation (booking) and transportation.

Following payroll payment for employees and tracking medical insurance.

Creating ID card for the employees with Bartender system.

Preparing and giving training for new employee's induction training.

Contacting with governmental bodies on pension and other Employee related matters.

Working closely with clients on social compliance.

Creating different kind of forms on related task needed.

Working together with trade union bargaining or CBA

People operation officer at IE networks plc (2020-01-20 00:00:00 - 2020-06-28 00:00:00)

Location: Addis Ababa

Responsibilities: Following payroll payment for employees and tracking medical insurance.

Hiring and recruitment.

Conducting induction training for new employees.

Creating & amending different kind of forms on related task needed.

Controlling and updating ERP (Enterprise Resource Process) system.

Creating and Developing Employee contract.

Follow up the Grievance committee and give answer for the committee on behalf of the company.

Preparing ID card for the employees on (Web hr software) Creating and implementing employee engagement policy.

Updating leave (annual leave, sick leave and other).

Conduct induction and on-boarding to new employees

Coordinate Event and training in the company or outside the company.

Tracking employee performance appraisal (kpi).

People consultant at Way Marketing (Uniliver) (2021-09-01 00:00:00 - 2023-03-10 00:00:00)

Location: Addis Ababa

Responsibilities: Organizing staff training and onboarding, train and hire sessions and activities.

Talent Acquisition sourcing, attracting, interviewing, hiring,

And onboarding employees in a company.

Negotiating salaries, contracts, working conditions or redundancy

Preparing and Following payroll payment for employees.

Creating ID card for the employees.

Follow up and renewal of work permit for expat.

Ensure HR staff addresses employees' requests and grievances in a timely manner.

Looking after the health, safety, and welfare of all employees

(Insurance follows-up)

Contacting with governmental bodies on pension and benefits administration.

Packages with staff and representatives.

Organizing different events and booking plan tickets for employees

Seinor HR officer (Acting HR manager) at Ablaze IT and Engineering plc (2023-03-11 00:00:00 - 2023-07-07 00:00:00)

Location: Addis Ababa

Responsibilities: Support the development and
Assist in performance management processes.

implementation of HR

Support the management of disciplinary and
Initiatives and systems.

Grievance issues.

Provide counseling on policies and

Maintain employee records, according to policy
procedures.

And legal requirements.

Involved in recruitment by preparing job

Review employment and working conditions to
descriptions,

Ensure legal compliance.

posting ads and managing the hiring

Set objectives for the HR team and track progress. process.

Senior HR officer and admin at Reality real estate (2023-05-23 00:00:00 - 2024-11-24 00:00:00)

Location: Addis Ababa

Responsibilities: Support the development and
Assist in performance management processes.

implementation of HR

Support the management of disciplinary and
Initiatives and systems.

Grievance issues.

Provide counseling on policies and

Maintain employee records, according to policy
procedures.

And legal requirements.

Involved in recruitment by preparing job

Review employment and working conditions to
descriptions,

Ensure legal compliance.

posting ads and managing the hiring

Set objectives for the HR team and track progress. process.

Education

Bachelor's Degree in Bussiness Management

Institution: Rift valley | Dates: 2015-09-10 00:00:00 - 2018-08-29 00:00:00

Location: Bishoftu

Bachelor's Degree in Law

Institution: Mekelle Unversity | Dates: 2013-10-08 00:00:00 - 2016-10-02 00:00:00

Location: Mekelle

Skills & Tools

MS-Offices products

-MS-Word,

-MS-Excel and

--MS-Access

Other software's -Experience on Bartender ID maker software

-Working and developing on ERP system (Judu)

-Web Hr. ,Bescamp

-Trello and Slack

Languages

English and Amharich