

Yodit Teshome Abdisa

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Date of Birth: 1995-10-12 00:00:00 | Gender: Female | Nationality: Ethiopian

Profile Summary

I am a highly motivated and results-driven Project and Operations Associate with over six years of progressive experience in project management, operations coordination, and IT systems support across various sectors including financial technology, telecommunications, and women's economic empowerment. With a Bachelor's degree in Information Technology and an ongoing MBA in Business Administration, I bring a unique blend of technical and managerial skills to every role.

Throughout my career, I have demonstrated strong competencies in project planning and scheduling, stakeholder communication, resource management, and performance tracking using tools like Microsoft Project and the Balanced Scorecard framework. I have successfully led and supported cross-functional teams, managed budgets, coordinated with third-party vendors, and ensured compliance with quality management systems. My hands-on experience in system administration, digital communications, and donor reporting has equipped me with a comprehensive skill set that bridges both operational execution and strategic oversight.

I am passionate about continuous improvement, professional growth, and contributing to impactful projects that drive organizational success. My goal is to advance in the field of project and operations management, particularly within innovative and socially responsible organizations, where I can leverage my expertise to deliver high-impact results and support long-term strategic goals.

Work Experience

Online Coordinator at Melhik Marketing and Communication Plc/My Anchor Jobs (2017-01-12 00:00:00 - 2018-02-

Location: Addis Ababa

Responsibilities: Main duties & responsibilities:

1. Online Management Related responsibilities

Posting vacancies on the official website and every social media accounts.

Create, Preserve and manage all social media accounts.

Promoting the website and the company in every way possible.

Market the website to potential clients and make the website active.

Ensure that all social media accounts especially the website is updated.

Networking with existing and new connections on all social media account.

Keep the audience alert by posting different promotional and job-related articles and /or image on a daily basis.

Receiving and relaying for all emails from clients and candidates on a daily basis.

Organize and manage the database.

Make sure all CVs and related documents are updated and remind candidates to update their CVs when necessary.

2. Marketing Department Related responsibilities:

Bringing potential clients to the company either for recruitment, Training and Consultancy service.

Address client companies physically and/or over the phone on behalf of the company.

Networking and headhunting clients and candidates whenever necessary.

Accomplish marketing and sales objectives by planning, developing, implementing and evaluating advertising and service promotion programs.

3. Recruitment related responsibilities

Assisting the recruitment specialist by headhunting potential candidate.

Screening CVs as requested by the recruitment specialist.

Assisting the recruitment department by interviewing candidates when necessary.

Creating new ideas for the recruitment department for better recruitment process.

Project Manager and IT & Communications Officer at Center for Accelerated Women's Economic Empowerment

Location: Addis Ababa

Responsibilities: Main duties & responsibilities:

1. IT & Communications Tasks:

Building brand awareness using company's website,

Provide expertise guidance on technical requirements,

Write and editing contents for the company's website,

Updating website,

Creating back up files,

Solve code problems,

Fix any broken links,

Review the company's website statistics (i.e. Google Analytics) monthly and take action when needed in

informing CAWEE's management,

Review company's search visibility with Google, quarterly

Review title tags and search engine optimization, quarterly

Test company's website on new web browsers quarterly

Post events, video, photos, notes on Facebook page and Twitter feed.

Live Tweet when there is special occasion, which consists of posting updates, retweeting, responding to

direct messages and replies,

Prepare and send newsletter to subscribers every three months,

Evaluate the company's active email accounts and delete unnecessary ones,

Create and find content from external sources to share those related documents to company members and

concerned ones,

Respond to Comments posted on Facebook Page

Provide expert guidance, when need be, to member companies on their website

2. Project Manager Related Tasks:

Prepare project documents for funding to be sent to potential donors and development partners,

Take part in managing projects and project implementation,

Closely work with other project team, including on-site stationed project community facilitators,

Working in different research projects

Managing volunteer activity in the organization

Provide project implementation reports,

Take part in organizing different events related to the implementation of projects,

Coordinating different meetings and events,

Prepare relevant documents for events,

In preparations for technical skills training, provide the required support in curriculum development, in developing selection criteria of training participants and provide any other additional support requested,

Develop biography (baseline data) of each of the trainees, collecting and compiling baseline information

(facilitating and involving in photography, video recording, documentation, etc.),

Involve in the preparation of the project official launch and project exit events (Venue preparation, developing a press release, sending invitation to invited guests, etc.),

In preparations to produce documentary films, facilitate conditions for the photography, video recording and take part in scriptwriting and editing,

Project and System Manager at Payit Communication Technology Plc (2020-04-01 00:00:00 - 2021-10-30 00:00:00)

Location: Addis Ababa, Ethiopia

Responsibilities: Main duties & responsibilities:

1. EVD Related

- Giving system trainings for staffs in Addis Ababa and Regional Offices
- Managing the distribution of Pos Machines, Bluetooth Printers and Printing paper
- Giving System Support for Agents
- Processing the EVD purchase documents to Ethio telecom
- Controlling Stock on the system
- Managing and Distributing EVD balance for branch offices and Agents
- Controlling the credit system in the head office and branch offices
- Monitoring Branch Offices and Agents Performance
- Working on Finance report
- Controlling Petty cash and other expenses from the head office

2. Telebirr Related

- Recruiting and Managing the Sales Team
- Reporting Agents documents to Ethio telecom
- Installing applications for Agents and giving training on how telebirr operates
- Managing and releasing telebirr balance for Agents
- Controlling expense and work on Finance report

Operations Coordinator at Broadcom Networks Consultancy Service Plc (2021-11-01 00:00:00 - 2023-12-31 00:00:00)

Location: Addis Ababa, Ethiopia

Responsibilities: Main Duties and Responsibilities

Efficient co-ordination of team events – team building, short term trainings, offsite meetings, scheduled departmental onsite meetings.

Manage the analysis of cost center reports on monthly basis to ensure accuracy; address with Finance in case of discrepancy with escalations as necessary.

Monitor and manage budgets for internal spend items –manage the resource utilization and staff

utilization,

material handling and budget statuses. enable compliance to Budgets for all the Business units

Raise and monitor purchase/project requisitions for both MS and Implementation Department and follow up

on approval

Coordinate and manage all cross functional activities & 3rd party activities [subcontractors] for project success.

Ensuring that projects are run in compliance with the Clients and Organization's requirements.

Relevant project cost trackers to be maintained with timesheet information and invoice details to track

performance for each project.

Relevant project data sheets compiled and saved for future reference.

Ensure project closure reports completed with the Project Manager

Generate monthly reports on performance using the balance score card KPIs for each staff member in the implementation department.

Assistance with the compilation of client invoices, including tracking of all disbursements for the relevant

projects, ensuring monthly submission of invoices from all contractors.

Support in follow up on outstanding invoices with clients and report back to the Project Manager.

Support in bid preparation for both MS and Implementation department.

Assist Project Managers with the preparation of presentations and any research of relevant documentation.

Track incoming PO's and route them to relevant Project Manager

Match expenses/costs to Projects Incomes and report on project completion efficiency

Generate monthly reports on performance using the balance score card KPIs for each staff member in the MS department.

Ensure practices and principles of Quality management system are followed as documented in the QMS

Project Officer at Kifiya Finacial Technology Plc (2024-01-01 00:00:00 - NaT)

Location: Addis Ababa, Ethiopia

Responsibilities: Main Duties & Responsibilities

1. Project Planning and Scheduling:

Develop, update, and maintain project schedules and timelines using Microsoft Project.

Collaborate with project managers and team members to gather project requirements and milestones.

2. Project Monitoring and Reporting:

Monitor project progress, ensuring adherence to timelines and deliverables.

Generate regular project reports and updates using Microsoft Project, providing insights into project status, resource allocation, and potential bottlenecks.

3. Stakeholder Communication:

Act as a liaison between project teams and stakeholders, ensuring effective communication of project plans and updates.

Prepare and present project data and insights to stakeholders at various levels.

5. Documentation and Compliance:

Maintain comprehensive project documentation, ensuring accuracy and completeness.

Ensure project activities comply with organizational standards and procedures.

6. Continuous Improvement:

Contribute to the improvement of project management processes and tools.

Stay updated with the latest features and best practices in Microsoft Project

Education

Bachelor's Degree in Information Technology

Institution: University of Gondar | Dates: 2013-01-30 00:00:00 - 2018-02-10 00:00:00

Location: Gondar, Ethiopia

Master's Degree in Business Administration

Institution: Addis Ababa University | Dates: 2018-02-01 00:00:00 - NaT

Location: Addis Ababa, Ethiopia

Skills & Tools

Microsoft Project

PRINCE2 (Fundamental Concepts)

Jira

Microsoft Excel (Advanced functions)

Canva

Languages

English , Amharic