

# Adiam Ambaye Haile

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Date of Birth: 1996-02-09 00:00:00 | Gender: Female | Nationality: Ethiopian

## Profile Summary

I am an experienced HR professional with six years of experience on Recruitment and Selection, Benefit and Compensation administration, Performance management, Employee Relation; Possesses strong interpersonal and communication skills.

## Work Experience

HR Business Partner at Kifiya Financial Technology PLC (2025-04-22 00:00:00 - 2025-05-16 00:00:00)

Location: Addis Ababa

Responsibilities: Develop a deep understanding of the business unit's goals, challenges, and operations to align HR strategies with overall business objectives.

Collaborate with business leaders to provide HR insights and contribute to decision-making processes.

Partner with business leaders to forecast workforce needs and implement effective recruitment strategies.

Drive talent management initiatives, including succession planning, to ensure a pipeline of skilled and engaged employees.

Lead initiatives to enhance organizational effectiveness, streamline processes, and support business growth.

Manage and communicate changes effectively, ensuring a smooth transition for employees. Employee Engagement:

Develop and implement programs to foster a positive work culture, improve employee morale, and enhance overall job satisfaction.

HR Specialist at JSI Research & Training Institute, Inc. (2023-07-03 00:00:00 - 2025-04-14 00:00:00)

Location: Addis Ababa

Responsibilities: Facilitate the recruitment process (JD review, advertisement, screening, interview & selection, draft offer letters, facilitate all the new staff documentation requirements, etc) of different positions as requested.

Advice Supervisors with reviewing job descriptions, posting job advertisements, screening applicants, conducting job interviews/ written tests, reference checks, extending job offers, and ensuring new employee's paperwork/hire pack is processed accurately.

Ensure that the recruitment process is fair and clear and in line with JSI/Donor and Labour law.

Prepare or review new employees' contract agreement and ensure the new employees' data is up to date on the system.

Review back payments, and payroll adjustments for open and definite period employees.

Schedule individual and group level inductions for the newly recruited staff,

Recruitment Officer at International Rescue Committee (2021-06-28 00:00:00 - 2023-06-30 00:00:00)

Location: Addis Ababa

Responsibilities: Support the Recruitment Cycle (post vacancies, short-list CV's, arrange interviews, maintain candidate employment applications, conduct reference checks, extend offers, send rejection letters for unsuccessful applicants, update recruitment report, etc.)

Recruit for all positions and build recruitment skills to recruit for additional positions at the IRC and a focal person for managing candidate experience.

Follow IRC HR Operating Policies and Procedures (HROPP) in Recruitment and ensure compliance with all Ethiopian labor laws

## Education

Master's Degree in Master of Business Administration

Institution: CPU College | Dates: 2024-08-08 00:00:00 - 2025-05-16 00:00:00

Location: Addis Ababa

Bachelor's Degree in Accounting

Institution: Admass University | Dates: 2016-06-09 00:00:00 - 2018-08-15 00:00:00

Location: Addis Ababa

Skills & Tools

Communication

Talent Aquisition

Languages

English