

# Natnael Hunegnaw Assefa

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## Profile Summary

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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

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### **HR Officer at Beconnected industrial (2015-11-01 - 2018-08-29)**

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 opration officer at IE networks plc (2020-01-20 - 2020-06-28)**

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 - 2023-03-10)**

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 - 2023-07-07)**

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 - 2024-11-24)**

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

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### **Bachelor's Degree in Bussiness Management**

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

Location: Bishoftu

### **Bachelor's Degree in Law**

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

Location: Mekelle

## Skills & Tools

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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

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English and Amharich