

Saron Hailemichael Melaku

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Profile Summary

I work towards facilitating efforts with the aim of efficiency and effectiveness. I am interested in gaining experience in a work environment focused on teamwork and collaboration by utilizing and developing my written communication skills.

Work Experience

Junior Program Assistant at Kifiya Financial Technology PLC (2024-06-01 - 2026-02-06)

Location: Addis Ababa, Ethiopia

Responsibilities: -Organizing and coordinating events and workshops on behalf of program management

-Drafting TORs and verifying contracts for any legal/financial corrections and delivery to assigned personnel

-Using the ERP system to facilitate requisitions and payments to vendors and consultants based on the payment structure

-Completing documentation on behalf of the program management team

Junior Analyst at Kifiya Financial Technology PLC (2023-02-06 - 2024-06-01)

Location: Addis Ababa, Ethiopia

Responsibilities: -Completing quarterly reports and inserting all qualitative and quantitative progress reports into the foundation's system

-Assisting with the program team's administrative and logistical requirements

-Analyzing current events from various media outlets and distributing them to all the company

-Preparing documentation as per the program needs

Data Organizer and Admin Assistant at Western University College (2022-05-02 - 2022-10-02)

Location: Addis Ababa, Ethiopia

Responsibilities: Organizing and digitizing mandatory research papers of graduating students

Data Organizer and Admin Assistant at OADUS architecture and engineering PLC Office for Architecture, Design and Construction

Location: Addis Ababa, Ethiopia

Responsibilities: -Creating an organizational manual with the OADUS workflow process, organizational structure, and human resources.

-Preparing a new cataloguing system for Architectural documents

Management administrative assistant at National Oil Ethiopia PLC (2021-02-01 - 2021-04-05)

Location: Addis Ababa, Ethiopia

Responsibilities: -Digitizing the record-keeping system

-Preparing a paper outlining and detailing factors affecting organizational structure

Education

Bachelor's Degree in Management

Institution: Addis Ababa University School of Commerce | Dates: 2016-09-05 - 2026-02-06

Location: Addis Ababa, Ethiopia

Skills & Tools

SAP Business one, Written and Verbal Communication, Microsoft Office Tools, Time management, S/4 HANA DM, Canva

Languages

Amharic and English

Awards & Certificates

Certificate of Completion-Training in (VICI) Vegetation index crop insurance from Kifiya Financial Technology P
Certificate of Completion from Fairfax Solution Tech PLC (2022-10-03)