

Dereje Mesfin Asres

Tel: + 251 921 611 404
Addis Ababa, Ethiopia

Email:derejemesfin34@gmail.com

PROFESSIONAL SUMMARY

A creative and innovative thinker with effective and hands on Human Resources management experience including Recruitment, Performance Management, Onboarding, Learning & Development, Employee Engagement, HR generalist, Goal Setting and Exit Management abilities combined with communication and interpersonal skills. Increases employee satisfaction by advocating for expressed needs. Strategic and innovative HR who translates company vision into HR initiatives that improve performance, profitability, and growth. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities and adapt readily to new challenges. Enjoy working in a multicultural and vibrant team and always one step ahead in making a difference in a global HR profession.

Qualifications

- Onboarding
- Employee Relations(ER)
- Talent Acquisition
- Recruitment
- Performance Management
- Benefits & Compensation
- Employee Engagement
- HRIS, HRMIS, ERP
- HR generalist
- Team Enablement
- Global HR software implementation & management

PROFESSIONAL EXPERIENCE

Senior Human Resource & Admin Officer

International Rescue Committee

Reporting to Human Resources & Admin Manager

Nov 08, 2022 to Present

KEY RESPONSIBILITIES

- Participate in the recruitment process to hire positions.
- Lead the orientation and travel arrangement.
- Ensure proper orientation for all new staff with periodic follow-up of field visits for additional support to field teams.
- Collaborate and coordinate with other departments to provide an engaging and welcoming orientation.
- Maintain good working relationships with other organizations and provide feedback to management on HR issues.
- Advise and conduct employees on exit management process for exiting employees and maintain its copies on the file. Ensure exiting staffs are using the exit interview survey and provide support as required and provide analysis.
- Provide technical support and on the job training for field-based HR/ admin staff.
- Follow up the implementation of improvement plan according to the feedback given at the time of coaching or any collected feedbacks from field visits.
- Ensure availability of updated database of national employee's personnel data for assigned field offices.
- Review new employees contract agreement and ensure the new employees' data is up to date on HRMIS and personal file.
- Responsible for preparing monthly payroll and maintaining payroll related documents and information are kept properly.
- Work with HR in the field to improve the information gap by using the HRMIS as a payroll information source.
- Review back payments, payroll adjustment for open and definite period employees and prepare severance and other benefits.
- Ensure all personnel documents of staff in assigned field offices are updated and maintained in the personnel files including ex-staff files.

- Lead, train, coach the admin assistant staffs, create detail plan to build capacity including performance management objectives and development plan and review.
- Conduct performance evaluation for the subordinates timely.
- Work on the career development plan of the subordinate, ensure that the subordinator is working in a harmonized manner.

HR Officer, Talent Acquisition & HR Services

Ethiopian Human Rights Commission

Reporting to Coordinator, Talent Acquisition

October 21, 2021-Nov 04,2022

KEY RESPONSIBILITIES

- Responsible for all department's recruitment and selections process
- Responsible for shortlisting applicants, make examination and interviewing the candidates.
- Responsible for preparing Job announcements and Job advertisement preparations.
- Responsible for staff's probation period, quarterly and yearly performance evaluations
- Responsible for conducting reference and background checks of new employees before offering the job.
- Responsible for providing technical support to hiring managers in recruitment and selection process, including use of various tools, templates, and preparation of relevant assessment questions.
- Ensure all new staff received induction as per the Commission induction checklist and standards.
- Analyze recruitment and selection metrics and provide recommendations on new initiatives or adjustments to the existing process and policies.
- Responsible for identification of key skills and competencies for critical workforce positions
- Responsible for HRIS implementation and usage by the employees of the commission and so much more.

HR and Administration Officer

Save the Children International

Reporting to Filed Office Manager

April -October 20,2021

KEY RESPONSIBILITIES

- Responsible for the HR department operation and team's activity
- Responsible for providing best and fit candidate for the manpower needs.
- First contact point of the field office as Human Resource officer
- Responsible for Staff Development, Wellness and Performance Management and People Operations Management
- Responsible for all HR matter and administration of training and certifications
- Responsible for submitting all HR related reports and admissions.
- Responsible for Develop to Perform quarterly evaluations and take necessarily actions accordingly.
- Responsible for implementing best practice and HR compliance and process support,
- Responsible for ensuring HRIS, Oracle, ER, TALEO and other organizational based softwires are functioning and provide support for field staffs.
- Review back payments, payroll adjustment for open and definite period employees and prepare severance and other benefits.
- Lead, train, coach the administration and support staff, create a detailed plan to build capacity including performance management objectives and development plan and review.
- Conduct performance evaluation for the subordinates timely.
- Work on the career development plan of the subordinate, ensure that the subordinator is working in a harmonized manner.

KEY RESPONSIBILITIES

- Responsible for the department of both Facility and People and manage the operation and team's activity.
- Responsible for providing best and fit candidate for every department's manpower needs.
- First contact point of the company as People and Facility Manager
- Responsible for Staff Development, Wellness and Performance Management and People Operations Management
- Manage staff's certification, Training, Develop Training, and development of Proposals.
- Responsible for developing company circulars, rules, and regulations.
- Responsible for giving continuous briefing for staffs on company standards, procedures, manuals, collect feedbacks and take immediate corrective improvement actions.
- Responsible to assure that the company is in accordance with the rules and regulations of inside policy as well as the labor law of the country.
- Manage the overall staff of the company.
- Responsible for both Facility and People Department for well and excellent Operations
- Responsible for developing best practice Human resource proposal preparations.
- Responsible for recruiting new staffs whenever needed for open positions, train and onboard the new staffs and assure that they are capable of the company standards.
- Responsible for the company staff development, Performance management and People Operational activities
- Responsible for developing training proposals, select staffs for on job and off job trainings, and evaluate the effectiveness of ROI.
- Responsible for Managing Staffs Insurance Process and refunds for the company properly.
- Responsible for developing Team Enablement Training for my teams as well as other departments and give continuous performance trainings.
- Responsible for reviewing, developing and up to date staff's performance evaluation mechanisms.
- Responsible for evaluating staff's performance on Quarterly basis and award the best employees.

KEY RESPONSIBILITIES

- Responsible for all department recruitment need assessment and handle the recruitment processes.
- Develop an attractive Job announcement, attitude filtering questionnaires and brown short interview questions.
- Responsible for developing Positional Job Descriptions, give job descriptions briefing for the new staffs for easier applications of their targets.
- Maintain carrier page of the company website to be up to date and attractive to the right talent the company requires.
- Responsible for developing and manage the new staffs New Hire Training contents, preparing training schedules and assure the operations.
- Responsible for conducting New Hire Training feedback from the trainees and take corrective actions for the next course of actions.
- Handle and assure healthy operation of the company, take full ownership for all HR matters.
- Manage staffs annual leave and leave management developed software's of the company.
- Responsible for preparation of Attendance of staffs and prepare monthly payroll.
- Responsible for preparing HR Memo for staff salary payment.
- Responsible for Organizing and archiving all staffs file, Track updates and compile in their respective suspension file.

KEY RESPONSIBILITIES

- Responsible for recruitment and onboarding of new staffs
- Prepare checklist and schedule final Induction with CEO when departments induction is finalized.
- Responsible for developing and make up to date the new staffs New Hire Training
- Schedule every new staffs New Hire Training and assure its going as per the schedule.
- Responsible for Preparing attendances, reports and manuals as needed.
- Managing, supervise and ensure the insured properties, approving, consulting.
- Prepare and Summit statistical data reports timely.
- Support the operations department when needed.
- Responsible for developing Human Resource and Facility financial needs planning on Month, Quarterly and Monthly basis.
- Assure that the developed is executed as per the plan.
- Assist the General Service officer in planning, budgeting, and asset utilization.
- Responsible for the Facility Operations of the company
- Responsible for assigning company operational activates and lead the Facility teams and so much more.

EDUCATIONAL BACKGROUND

- | | |
|-----------------------------|---|
| ➤ BA, Management, June 2017 | Addis Ababa University, Addis Ababa, Ethiopia |
| ➤ MBA, June 2023, On track | Maryland International, Addis Ababa, Ethiopia |

TRAININGS, CERTIFICATIONS AND WORKSHOPS

- Certificate in Onboarding new employees to maximize success.
- Certificate in Recruiting and Retaining Employees
- Certificate in Navigators Foundations, Leadership Development Program
- Certificate in Getting Results in Talent Management
- Certificate in People Manager Essentials
- Certificate in Human Resources Analytics
- Other many certificate and company level appreciation certificates

Reference

1. Meried Bekele, CEO, IE Network Solutions PLC
Phone Number; +251 91 151 1275
Email Address; Meried@ienetworksolutions.com
2. Hailu Gebissa, Sr. Program Manager and FoM, Save the Children International
Phone Number: 0913367786
Email Address; hailu.gebissa@savethechildren.org
3. Tesemash Tefera, HR Coordinator, Ethiopian Human Rights Commission
Phone Number; +251 91 193 2185
Email Address; Tesemash.Tefera@ehrc.org
4. Hiwot Aklilu, HR/Admin Manager, International Rescue Committee
Phone Number; +251 93 267 5598
Email Address; Hiwot.Aklilu@rescue.org
5. Anteneh Tesfaye, HR/Admin Coordinator, International Rescue Committee
Phone Number; +251 91 203 8049
Email Address; Anteneh.Tesfaye@rescue.org

CERTIFICATE

OF CONTINUOUS PROFESSIONAL DEVELOPMENT

PRESENTED TO

Dereje Mesfin



for successfully completing 7 hours of
Onboarding New Employees To Maximize Success
master class held on September 20, 2019, offered by
The i-Capital Africa Institute

Gemechu Waktola (PhD)

CEO, The i-Capital Africa Institute





People Manager Essentials

Dereje Mesfin Asres

has successfully been certified through the

People Manager Essentials - Learning Pathway

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 21 June 2024

kaya



The International Rescue Committee presents this

Certificate of Completion

to

DEREJE MESFIN

to acknowledge successful completion of the



Leadership Development Program

Presented November 2023

ETHIOPIA LEADERSHIP
Accelerator
PROGRAM

Maya Samadani,
Senior Director, Learning & Development





Certificate of Completion

Dereje Mesfin Asres

has successfully completed the course

People Management at the IRC

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 12 March 2024

kaya





COURSE
CERTIFICATE

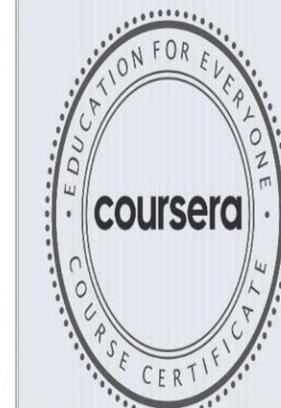
Mar 6, 2024

Dereje Mesfin Asres

has successfully completed

Human Resources Analytics

an online non-credit course authorized by University of California, Irvine and offered through Coursera



A handwritten signature in black ink that reads "Amber Gould".

Amber Gould
Executive Director, Human Resources

Verify at:
<https://coursera.org/verify/M8TSJQK4FVCX>

Coursera has confirmed the identity of this individual and their participation in the course.



Certificate of Completion

Dereje Mesfin Asres

has successfully completed the course

Developing & Empowering Your Team

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 21 June 2024

kaya





Certificate of Completion

Dereje Mesfin Asres

has successfully completed the course

Communicating with Your Team

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 6 June 2024

kaya





Certificate of Achievement

dereje mesfin

has completed the following course:

INTRODUCTION TO BUSINESS MANAGEMENT KING'S COLLEGE LONDON

This online course explored how to manage people, money and information, and how to develop your own management and leadership style.

4 weeks, 4 hours per week



Sonny Peart

Module Leader for Business Management, King's Foundations
King's College London



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This certificate represents proof of learning. It is not a formal qualification, degree, or part of a degree.



Certificate of Completion

This record of completion is granted to

Dereje Mesfin

for having successfully completed the NonprofitReady

Financial Management Essentials Certificate Program

Completion Date: Wednesday, May 12, 2021

Provider: Cornerstone OnDemand Foundation

Duration: 2 Hours 45 Minutes



Julie Brandt

Executive Director
Cornerstone OnDemand Foundation

nonprofitready.org

Congratulations on Your Completion

This record of course completion is granted to

Dereje Mesfin

for having successfully completed the following:

Humanitarian Context, Systems, and Standards Course

Completion Date: Friday, August 27, 2021

Provider: Humanitarian U

Duration: 6 Hours 3 Minutes



Julie Brandt

Executive Director
Cornerstone OnDemand Foundation

disasterready.org



Certificate of Completion

Dereje Mesfin

has successfully completed the Personal Safety and Security Certificate

PROGRAM LENGTH: 2 Hours 35 Minutes

COMPLETION DATE: Wednesday, August 25, 2021



Save the Children

disasterready.org
a Cornerstone OnDemand Foundation Initiative

Julie Brandt

Executive Director

Cornerstone OnDemand Foundation

Congratulations on Your Completion

This record of course completion is granted to

Dereje Mesfin

for having successfully completed the following:

Prevention of Sexual Exploitation and Abuse (English, عربى, French, Spanish, Russian)

Completion Date: Wednesday, September 8, 2021

Provider: UNHCR

Duration: 1 Hours 0 Minutes



Julie Brandt

Executive Director
Cornerstone OnDemand Foundation

disasterready.org
a Cornerstone OnDemand Foundation initiative

Congratulations on Your Completion

This record of course completion is granted to

Dereje Mr.

for having successfully completed the following:

Recruiting and Retaining Employees

Completion Date: Tuesday, August 10, 2021

Provider: Cornerstone OnDemand Foundation

Duration: 0 Hours 10 Minutes



Julie Brandt

Executive Director

Cornerstone OnDemand Foundation

disasterready.org 
a Cornerstone OnDemand Foundation initiative

CERTIFICATE of ACHIEVEMENT

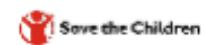
This is to certify that

Dereje Mesfin

has completed the course

SCI IT Security

30 June 2021





humanitarian
leadership
academy



Certificate of Completion

Dereje Mesfin

has successfully completed
the online learning course

Anti-Sexual Harassment Training - Global

11 November 2022



This course was provided by:
Provider(s): International Rescue Committee (IRC)



Certificate of Completion

Dereje Mesfin

has successfully completed the course

Fundamentals of Safeguarding

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 11 November 2022

kaya

humanitarian
leadership
academy **h**



Certificate of Completion

Dereje Mesfin

has successfully completed the course

Phishing Basics

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 14 November 2022

kaya

humanitarian
leadership
academy **h**

kaya



Certificate of Completion

Dereje Mesfin

has successfully completed
the online learning course

Information Security Basics

14 November 2022



This course was provided by:



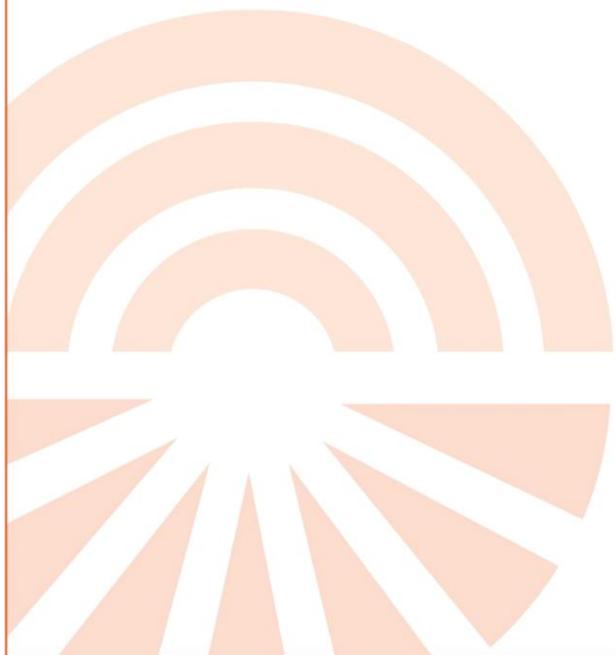
Certificate of Completion

Dereje Mesfin Asres

has successfully completed
the online learning course

Managing Yourself and Your Time

10 July 2023



This course was provided by:
Provider(s): Learning Pool



eCornell
950 Danby Road, Suite 150
Ithaca, NY 14850

866-326-7635
info@ecornell.com
<http://portal.ecornell.com>

15/May/2023

Confirmation of Completion

Student: Dereje Mesfin

Course: ILRHR554 - 20230426_01 Getting Results through Talent Management

Instruction Method: Online

Duration: 26/Apr/2023 to 09/May/2023

Total Hours: 10.00 hours

Status: Complete Pass

The results above are confirmed for the individual and concluded course(s) as indicated.



Certificate of Completion

Dereje Mesfin Asres

has successfully completed the course

Adapting to Your Team

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 13 June 2024

kaya





Certificate of Completion

Dereje Mesfin Asres

has successfully completed the course

Being an Inclusive Manager

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 6 June 2024

kaya





Certificate of Completion

Dereje Mesfin Asres

has successfully completed the course

Building Trust on Your Team

This course was provided by:
International Rescue Committee (IRC)

Date Issued: 6 June 2024

kaya





IE Network Solution PLC



CERTIFICATE OF APPRECIATION

This Certificate is proudly presented to

Dereje Mesfin

for his support as facility coordinator in Supply and Installation of Security Materials at Zemen Bank, DCF, Networking and Full EMR Systems Infrastructure Project at Yekatit 12 Medical College, Supply, Implementation and Training of Campus LAN, Network Security, Storage and Computing, VoIP and Video Conferencing at Wachemo University.

A handwritten signature in black ink, appearing to read 'Dereje' or 'Dereje Mesfin'.

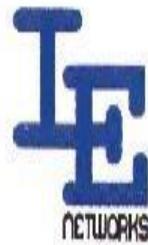
Meried Bekele

CEO IE Network Solution PLC





IE Network Solution PLC



CERTIFICATE OF APPRECIATION

This Certificate is proudly presented to

Dereje Mesfin

for his support as facility coordinator in IT Infrastructure Enhancement and Upgrade Project at Wello University and Supply, Install, Test and Commissioning of Equipment, Software and Services to Implement Business Continuity Solution Project at Office of Federal Audit General.

A handwritten signature in black ink, appearing to read 'Meried Bekele'.

Meried Bekele

CEO IE Network Solution PLC





IE Network Solution PLC



CERTIFICATE OF APPRECIATION

This Certificate is proudly presented to

Dereje Mesfin

for his support as facility coordinator in Supply, Installation, Configuration and commissioning of Network Devices, Racks and UPSs at ATA, Procurement of Licenses, software Assurance and Implementation at ATA and Supply, Installation, Configuration, Commissioning and training of HCI at ATA

A handwritten signature in black ink, appearing to read 'Meried Bekele'.

Meried Bekele
CEO IE Network Solution PLC





IE Network Solutions

CERTIFICATE

OF APPRECIATION FOR

Believe the in the mission; then, prioritize and execute

Good job for preparing a comprehensive facility survey for FY2013 Q3

Dereje Mesfin



Meried Bekele

SIGNATURE

January 15th 2021

DATE



COMPANY STAMP



IE Network Solutions CERTIFICATE

OF APPRECIATION FOR

Get the job done with sense of urgency

Very very well done on HQ move. Thank you!

Dereje Mesfin



Meried Bekele

SIGNATURE

March 8th 2021

DATE



COMPANY STAMP