



FEVEN TEFERI

MANAGEMENT GRADUATE

CONTACT

- +251941227712
- feventeferi7@gmail.com
- Addis Ababa, Ethiopia

EDUCATION

- 2019- 2023
- ADDIS ABABA UNIVERSITY**
(School of Commerce)
- Bachelor of arts in management
- GPA: 3.33

SKILLS

- Teamwork
- Microsoft skills
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Amharic (Native)

PROFILE

Highly motivated management graduate with a strong academic background and internship experience in both procurement and human resources positions at UNOPS and Save the Children respectively. Possesses excellent analytical and problem-solving skills, coupled with a strong commitment to achieving organizational objectives. A collaborative team player with a passion for making a positive impact. Seeking a challenging position to leverage my skills and contribute to the success of an organization.

WORK EXPERIENCE

- UNOPS(United Nations office for Project Service)** 2023 - PRESENT
Procurement Intern
 - Conducting market research to identify potential vendors and analyze their capabilities, pricing, and quality.
 - Assisting in the preparation and issuance of requests for proposals (RFPs), requests for quotations (RFQs), and purchase orders.
 - Ensuring compliance with procurement policies, procedures, and legal requirements.
 - Assisting in sourcing and evaluating suppliers.
- Save the Children** 2023
HR Intern
 - Assisting in the recruitment process by screening resumes, scheduling interviews, and conducting initial candidate assessments.
 - Coordinating interview logistics and providing support during the selection process.
 - Assisting in the preparation of employment contracts and new hire documentation.
- Dunya Tech** 2022
Sales and Marketing (Apprenticeship)
 - Develop and maintain strong relationships with partners and vendors to support marketing initiatives.
 - Explaining how to use Stock control and management software