



ADDIS ABABA UNIVERSITY
ADDIS ABABA INSTITUTE OF TECHNOLOGY

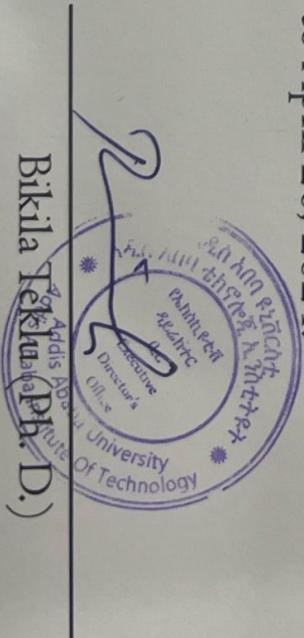
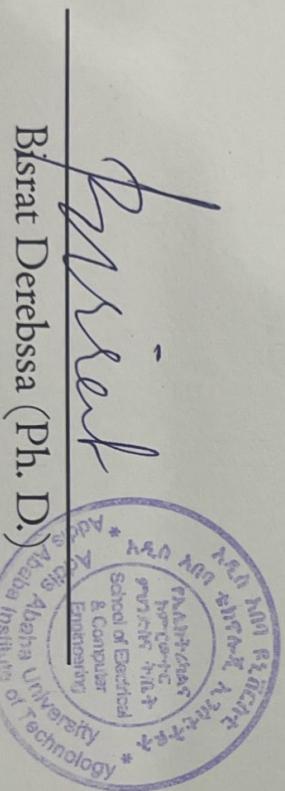
Certificate of Completion

Elias Girma Gizaw

has successfully completed a 48-hour training program on

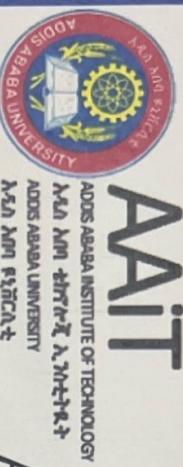
ARTIFICIAL INTELLIGENCE

given by the School of Electrical and Computer Engineering, Addis Ababa Institute of Technology,
Addis Ababa University from March 25, 2024 to April 26, 2024.



Bisrat Derebssa (Ph. D.)
Chief Executive Director
School of Electrical and Computer Engineering
Addis Ababa Institute of Technology
Addis Ababa University

Bikila Teklu (Ph. D.)
Chief Executive Director
Addis Ababa Institute of Technology
Addis Ababa University



AAIT
ADDIS ABABA UNIVERSITY
ADDIS ABABA INSTITUTE OF TECHNOLOGY

Certificate of Completion

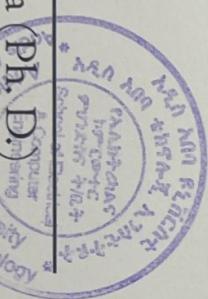
Elias Girma Gizaw

has successfully completed a 48-hour training program on

PYTHON PROGRAMMING

given by the School of Electrical and Computer Engineering, Addis Ababa Institute of Technology,
Addis Ababa University from February 19, 2024 to March 22, 2024.

[Signature]



[Signature]



Bisrat Derebssa (Ph. D.)
Dean, School of Electrical and Computer Engineering
Addis Ababa Institute of Technology
Addis Ababa University

Bikila Teklu (Ph. D.)
Chief Executive Director
Addis Ababa Institute of Technology
Addis Ababa University



CPU Business & Information Technology College

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Date: September 5, 2007

TEMPORARY CERTIFICATE OF GRADUATION

This is to certify that

Elias Girma Gizaw

has successfully completed his TVET training in the REGULAR program from **CPU BUSINESS AND INFORMATION TECHNOLOGY COLLEGE** with a Diploma standard 10+3 specializing in Information Technology Technician on August 29, 2007.

The signature of Awol Beshir, written in Amharic script.
AWOL BESHIR
REGISTRAR

CPU College of Business and Information Technology
MIDDLE LEVEL TVET TRAINING PROGRAM

TRANSCRIPT

NAME OF THE TRAINEE: Elias Girma Gizaw

SEX: MALE YEAR: 2007

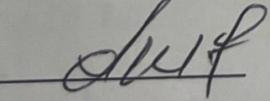
OCCUPATION TITLE: Information Technology Technician

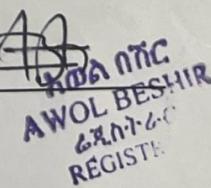


SerNo	Course Title	Training Hrs	Max Achievable Marks	Achieved Marks
1	Main Course			
1.1	Intermediate Computer Programming			
1.1.1	In School Training	136	10	9.80
1.1.2	Project Work	60	4	4.00
1.1.3	Apprenticeship	83	6	6.00
1.2	Intermediate Database Management			
1.2.1	In School Training	170	12	10.08
1.2.2	Project Work	42	3	3.00
1.2.3	Apprenticeship	116	10	10.00
1.3	Intermediate Computer Networking			
1.3.1	In School Training	194	14	12.18
1.3.2	Project Work	48	3	2.79
1.3.3	Apprenticeship	113	8	8.00
2	Supportive Courses			
2.1	Basics Of Telecommunications	75	5	5.00
2.2	Basics Of Data Structure and Algorithm	75	5	4.95
3	Common Courses			
3.1	Mathematics	75	5	5.00
3.2	English	75	5	3.95
3.3	Civics	50	4	3.40
3.4	Business Growth Strategy	80	6	4.92
	TOTAL	1392	100	93.07

20 SEP 2007

Date of Issue


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Debalkew Azale
Dean


አዎል ቤሮስ
Awol BESHIR
REGISTED

CPU College of Business and Information Technology
MIDDLE LEVEL TVET TRAINING PROGRAM

TRANSCRIPT



NAME OF THE TRAINEE: Elias Girma Gizaw

SEX: MALE

YEAR: 2007

OCCUPATION TITLE: Information Technology Technician

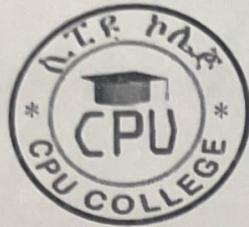
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20 SEP 2007

Date of Issue

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Debalkew Azale
Dean

አውል ቚሽር
AWOL BESHIR
GRADUATE
REGISTER



CPU Business & Information Technology College

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Date: September 5, 2007

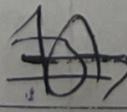


TEMPORARY CERTIFICATE OF GRADUATION

This is to certify that

Elias Girma Gizaw

has successfully completed his TVET training in the **REGULAR** program from
CPU BUSINESS AND INFORMATION TECHNOLOGY COLLEGE with a
Diploma standard **10+3** specializing in **Information Technology**
Technician on August 29, 2007.


AWOL BESHIR
REGISTRAR



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Date: Sept

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Date: Se

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Max
Achievable
Marks

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Marks

**City Government of Addis Ababa TVET
Agency Occupational competency
Assessment and Certification Center
(OCACC)**

Temporary Certificate of Competency

Temporary Certificate is awarded to

ELIYAS GIRMA GIZAW



Pending the issuance of the actual National Certificate by the Federal Democratic Republic of Ethiopia Ministry of Education for having Demonstrated Competency against the National Occupational standard for **WEB AND MULTIMEDIA**

Date Issued
8/9/09

[Signature] ከ/ስ/ር. ታ/ክ/ለ. ወ/ሮ/ስ/ል
ASHEBIR TEKLE W/SILLASIE
የመ/ቁ. በታት የዕለማዊ ሪፐብሊክ ማስከራከር
Occupational Competency Assessment
and Certification Center
Director

This Certificate has been given pending the printing and issuance of the original certificate
To Verify this Certificate Scan the barcode or open our website and enter the code

**City Government of Addis Ababa TVET
Agency Occupational competency
Assessment and Certification Center
(OCACC)**

Temporary Certificate of Competency

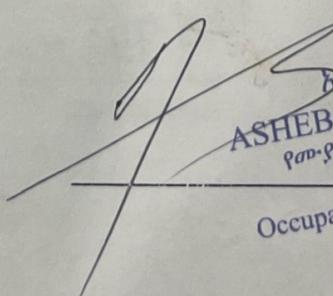
Temporary Certificate is awarded to

ELIYAS GIRMA GIZAW



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Date Issued
8/9/09


ASHEBIR TEKLE W/SILLASIE
የኢትዮጵያ ሥነመሬት የስራ ደንብ በግዢርዳውን ማስከራከል
Occupational Competency Assessment
and Certification Center
Director

This Certificate has been given pending the printing and issuance of the original certificate
To Verify this Certificate Scan the barcode or open our website and enter the code

CERTIFICATE OF ACHIEVEMENT

THIS CERTIFICATE IS AWARDED

TO ELIAS GIREA

WHO HAS SUCCESSFULLY COMPLETED THE

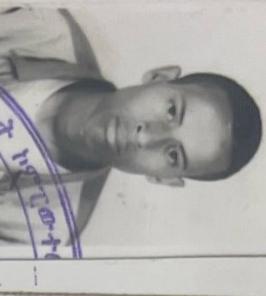
ENGLISH LANGUAGE

COURSE AT YARED SCHOOL OF INFO HI-TECH

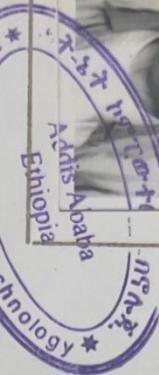
AND LANGUAGES CENTER.

5 - 9 - 2002
Date





Elias Girma
Gizaw
Addis Ababa
Ethiopia



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Computer Technology

Ethio Diploma in Application Software is Awarded to

ELIAS GIRMA GIZAW

for the successful accomplishment of courses in

Introduction to Computer & DOS, Windows xp,

Word 2000 / xp, Excel 2000 / xp, & Access 2000 / xp

July, 2004

Date Issued
Addis Ababa, Ethiopia

Lutf
Training Director



TERESA MACHUW
TECHNOLOGY MANAGER
Managing Director

Date 22/11/99

TEMPORARY CERTIFICATE



Trainee ELIAS GIRMA GIZAW has been a trainee in Misrak Middle Level Technical and Vocational Training Institute from 1997 Up to 1998 in the field of INFORMATION TECHNOLOGY program of successfully completed YEAR TWO(10+2) courses of study comprising vocational training in the REGULAR program of the Institute for which he/she has already in the last year of his/her trainees. But we give him/her this letter of certification for temporary (i.e. used for 6 months only) in response to his/her application dated 22/11/99 which reveals the dilliance of printing the original certificate. Every service rendered for him/her is highly appreciable.

With High Regard

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ቻልፍ ከፌዴራል ክርክር

SEID SULEIMAN
THE DIRECTOR

RECORDED & STATISTICS Statistics Office
OFFICER



N.B. The validity of this certificate is justified by the signature of the authorized body and the seal of the school
Tel. 18 08 01 or 18 19 49
P.O. Box 785

*Dates are in Ethiopian calendar

TRANSCRIPT FOR
MIDDLE LEVEL TVET YEAR ONE TRAINING PROGRAMME

REGION **ADDIS ABABA**

NAME OF THE TRAINING CENTER **HIGHER 12 MLTVET**

NAME OF THE TRAINEE **ELIAS GIRMA GIZAW**

SEX **M** AGE **18** YEAR **1997 E.C**

OCCUPATIONAL TITLE:- **Computer Operator**



S.N	COURSE TITLE	Training Hrs.	Max Achievable Marks		
			Obtainable Marks	Bureau Marks	Achieved Marks
1.	MAIN COURSES				
1.1	Office Automation				
1.1.1	In School Training	190	14		13.87
1.1.2	Project work	26	2		2.00
1.1.3	Apprenticeship	60	4		4.00
1.2	Internet Service				
1.2.1	In School Training	86	6		5.60
1.2.2	Project Work	29	2		1.87
1.2.3	Apprenticeship	90	6		6.00
1.3	Multimedia and Virtual Reality Modeling				
1.3.1	IN SCHOOL TRAINING	123	9		9.00
1.3.2	Project Work	50	4		4.00
1.3.3	Apprenticeship	65	5		5.00
1.4	Intermediate PC Maintenance and Troubleshooting				
1.4.1	In School Training	101	7		6.53
1.4.2	Project Work	50	4		3.73
1.4.3	Apprenticeship	97	7		7.00
2.	SUPPORTIVE COURSE				
2.1	English Keyboarding	30	2		2.00
2.2	Introduction to Computers. OS and Digital Electronics	75	5		4.00
2.3	Computers Mathematics	40	3		2.60
3.1	COMMON COURSES				
3.1	Mathematics	75	5		3.75
3.2.	English	75	5		4.15
3.3	Civics	50	4		2.70
3.4	Entrepreneurship	80	6		5.80
	TOTAL	1,392	100		93.7

h. 12. m. h. g. t. m. m. t. f. g.
12. M. L. D. V. T. I.
RECORD OFFICER
RECORDING OFFICER

DATE OF ISSUE

This Transcript will be prepared in 3 copies; 1st copy will be given to the Trainee, 2nd copy for the record office and 3rd copy will be attached with the certificate when it is sent to be signed by the Bureau head.

DIRECTOR
ERBETO TOBIKO
(Sig)
DIRECTOR

TRANSCRIPT FOR MIDDLE LEVEL TVET YEAR TWO TRAINING PROGRAMM

REGION **ADDIS ABABA CITY ADMINISTRATION**

NAME OF THE TRAINING CENTER: **MISRAK MIDDLE LEVEL TECHNICAL AND VOCATIONAL TRAINING INSTITUTE**

NAME OF THE TRAINEE **ELIAS GIRMA GIZAW**

SEX **M** AGE **18**

YEAR **1998 E.C.**

OCCUPATIONAL TITLE: **INFORMATION TECHNOLOGY ASSISTANT TECHNICIAN**



S.N	Course Title	Training hrs.	Max. Achievable Marks	Achieved Marks
1	Main Courses			
1.1	Web Page Authoring			
1.1.1	In School training	167	12	11.08
1.1.2	Project work	45	4	4
1.1.3	Apprenticeship	102	7	7.00
1.2	Basic Computer Programming			
1.2.1	In School training	211	15	12.60
1.2.2	Project work	65	5	5
1.2.3	Apprenticeship	65	5	5.00
1.3	Advanced PC Maintenance and Troubleshooting			
1.3.1	In School training	122	9	7.47
1.3.2	Project work	40	3	2.40
1.3.3	Apprenticeship	145	10	10.00
2	Supportive Courses			
2.1	Systems Analysis and Design	75	5	4.35
2.2	Computer Architecture	75	5	4.07
3	Common Courses			
3.1	Mathematics	75	5	3.20
3.2	English	75	5	4.13
3.3	Civics	50	4	3.88
3.4	Small Business Management	80	6	5.34
	TOTAL	1,392	100	89.52

RECORD OFFICER

(Sig.)

DATE OF ISSUE

DIRECTOR

(Sig.)

This Transcript will be prepared in 3 copies; 1st copy will be given to the Trainee, 2nd copy for the record office and the 3rd copy will be attached with the certificate when it is sent to be signed by the Bureau head.

REC'D BY
S/ C/ O/ O/ V/ C
SEID YIMER ADEM
(Deputy Director)

212131



1124757001



NATIONAL ORGANIZATION FOR EXAMINATIONS (NOE)
MINISTRY OF EDUCATION
ETHIOPIAN GENERAL SECONDARY EDUCATION CERTIFICATE

This is to certify that **ELIAS GIRMA GELAWA** has taken **9 (NINE)** subject(s) in the **2004(1996 E.C.)** Examination session and has earned the following grade(s) in **9 (NINE)** subject(s).

Amharic

Mathematics

Chemistry

Physics

Biology

Geography

History

ELIAS GIRMA GELAWA

9 (NINE)

TEL 22 49 56
P.O.Box 21315



YEKATIT 12 SENIOR SECONDARY SCHOOL

ADDIS ABABA

STUDENT TRANSCRIPT

Grade 9 AND 10 (REGULAR)

DATE 26/11/96

NAME ELIAS GIRMA GIZAW AGE _____ SEX _____

YEAR	19 95 E.C.			19 96 E.C.			19 E.C.			19 E.C.		
	GRADE & SECTION			9 - 18			10 - 5					
SUBJECT	SEMESTER			SEMESTER			SEMESTER			SEMESTER		
	I	II	AV	I	II	AV	I	II	AV	I	II	AV
	AMHARIC	61	68	65	64	72	68					
	ENGLISH	71	74	73	61	62	62					
	MATHS	82	80	81	63	54	59					
	PHYSICS	68	58	63	75	56	66					
	CHEMISTRY	51	80	66	56	50	53					
	BIOLOGY	75	77	76	81	52	67					
	GEOGRAPHY	64	59	62	75	54	65					
	HISTORY	78	70	74	74	51	63					
	CIVIC EDUCATION	68	70	69	72	69	71					
	H.P.E.	64	77	71	72	78	75					
	TOTAL	682	713	698	693	598	649					
	AVERAGE	68.2	71.3	69.8	69.3	59.8	64.9					
	RANK	5	7	6	3	7	6					
	NO. of students in a class	82	82	82	76	76	76					
	Promoted (Detained)	Promoted										

REMARKS Left The School After Completing grade 10

RECORD OFFICER

Mr. FESSEHA G/KIDAN
Record Officer

DIRECTOR

Mr. BAZEZEW G/MENG
BAZEZEW G/MENG
BERU

NOTE:-

- This Transcript is invalid if:
- any alteration or erasures have been made.
 - it does not bear the school seal.

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Dotnet Computer Technology

E-mail:Info@dotnet.com, www.dotnetcomputer.com

Name ELIAS GIRMA GIZAN
Sex M
Age 17

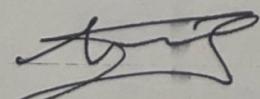
OFFICIAL STUDENT TRANSCRIPT

No	Course Name	Duration	Grade
1	Introduction to ICT&Ms-Dos	10	B
2	Microsoft Windows 2000'xp	20	A
3	Microsoft Word 2000'xp	40	A
4	Microsoft Excel 2000'xp	40	A
5	Microsoft Access 2000'xp	40	B
6	Microsoft Publisher 2000'xp	40	
7	Microsoft Power point 2000'xp	40	
8	Microsoft Project	40	
9	Adobe Page maker	40	
10	Internet &E-mail	20	
11	Computer Maintenance	50	
12	Auto CAD 2004	50	
13	C++ Programming	50	
14	Visual Basic Programming	50	
15	Peachtree Accounting 2004	40	

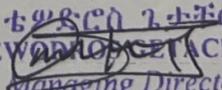
Remark: He She has successfully completed the above Mentioned Courses.

Nov 5, 2004

Date of issue


Training Coordinator




TEWODROGE GETACHEW
Managing Director
General manager

115640,515162,558124 56172

ՀՅՈՒՅՆ ԵՒՆԻԴ ԱՋ ԴՊՄԸ ԵՐ ԲԱՐ ԻՎ

ENTOTOTWET COLLEGE

բահիմ քւե ուստչ բանին աւուրծ

R.L. 4

የኢትዮጵያ ቢሮ

ከከበቻለ 2ኛ ዓይነት ትምህር በታች ማደረጃ 4 /ከተ-ት/
የተከናወል መሬ ትምህር ሆኖም በንግድ ከዚያ ተብሎ እና
መሰራዊያን ተከናወል በሚመለቀው (ወ), ይህ የምክር
በረቀት ተስተካክል (ተጠፊ)::

This certificate is awarded to ELIAS GIRMA GIZAEW
Who, after completing General Secondary Education, was admitted
to ENTOTTO training college and successfully completed LEVEL
Four TEVT program Specializing in Web & Multimedia
Technology

Issued in Addis Ababa August 2015

194 ፲፻፭፷፯
Dawit Tekle Wana

This certificate is a training completion certificate. Not competency certification. competency certificate can only be acquired through passing CUC's occasional assessment.



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እንተ ተከናወል መደብ ትምህርችን ሥልጠና ከለጀ ENTOTO TVET COLLEGE

ENTOTOTVET COLLEGE

բահիմ քեզ ղուզը բանից աւագ

Level four

Ե Խ Ա Ծ Ա Կ Ա Ր Ա Վ Ա Ր

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የተከለ መያ ተምህር ሆኖበና ተስፋ የስኩት የስኩት
መፈተማረም ጥናም መያ በሚባኑቸው ይህ የምስክ

This certificate is awarded to **ELIAS GIRMA GIZAEW**
Who, after completing General Secondary Education, was admitted
to **ENTORO** training college and successfully completed **LEVEL**
Four **TEVT** program Specializing in **Web & Multimedia**
Technology

ՀԱՅՈՒԹՅՈՒՆ 2007 թ. դ. պատմություն

Issued in Addis Ababa August 2015

የመ. ተስ. ወና የመ. ተስ. ወና የመ. ተስ. ወና የመ. ተስ. ወና

Registrar of the College
Registrar

Ապրիլ 1 - ՏԵՂԱԴՐՈՅԻ ՀԱՅԱՍՏԱՆԻ ՀԱՆՐԱՊԵՏՈՒԹՅՈՒՆ



This certificate is a training completion certificate. Not competency certification. Competency certificate can only be acquired through passing CUC's occasional assessment.



አንበሳ ተክኒክ መ.ቁ ከጻዣርታ የሰነድ ክልል

ENTOTO TVET COLLEGE

የመከናወሻ ደረጃ በስሜ የማኅበር ውጤት

ደረጃ 4

Middle Level Technical & Vocational Training College
Level Four

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የተከናወሻ መ.ቁ ትምህር ሥርዓት የሰነድ ክልል በ
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በረቀት ተገኘዋል (ታታል)::

This certificate is awarded to ELIAS GIRMA GIZAEW
Who, after completing General Secondary Education, was admitted
to ENTOTO training college and successfully completed LEVEL
Four TEVT program Specializing in Web & Multimedia
Technology

Issued in Addis Ababa August 2015

Elias Tekele Wana
Registrar of the College



* Note:- This certificate is a training completion certificate. Not competency certification.
competency certificate can only be acquired through passing CQC's occasional
assessment.

Institutional Assessment Result

Name of Trainer's :- **Elias Girma Gizaw**

Sector :- **Web & Multimedia Technology**

Admission :- **Regular**

ID.NO:- **WMT/1046/05R**

Level -IV (Web & Multimedia Technology)

Module Code	Competency	C	NYC
EIS SS12 01 0912	Determine precise location	C	
EIS SS12 02 0912	Carry out collection, storage and retrieval of basic s data	C	
EIS SS12 03 0912	Apply multimedia presentation principle	C	
EIS SS12 04 0912	Perform basic Multimedia computation	C	
EIS SS12 05 0912	Maintain site records	C	
EIS SS12 06 0912	Carry out setting out Web and Multimedia	C	
EIS SS12 07 0912	Carry out leveling operation	C	
EIS SS12 08 0912	Product Web and Multimedia	C	
EIS SS12 09 0912	Apply Route It web Technology	C	
EIS SS12 10 0912	Make Cadastral It Technology	C	
EIS SS12 11 0912	Apply photogrammetric technology	C	
EIS SS12 12 0912	Analyze & Display Data Base	C	
EIS SS12 13 0912	Apply basic Web designee concepts	C	
EIS SS12 14 0912	Use and maintain equipment & supply	C	
EIS SS12 15 0912	Produce basic Web and graphics	C	
EIS SS12 16 0912	Computer aided Surveying system to produce basic engineering drawing	C	
EIS SS12 17 0912	Provide filed support service	C	
EIS SS12 18 0912	Monitor implementation of work plan / Activates	C	
EIS SS12 19 0912	Apply quality standards	C	
EIS SS12 20 0912	Leads Small teams	C	
EIS SS12 21 0912	Improve business practice	C	

Module Code and Competency	1st Try	2nd Try
	C	NYC



Progress Check List
 Elyse Tekle Wana
 Beyene Tekle Wana
 TVET College Registrar
 TVET College Registrar Officer



Institutional Assessment Result

Name of Trainer's :- **Elias Girma Gizaw**
 Sector :- Web & Multimedia Technology
 Admission :- Regular
 ID.NO:- WMT/1046/05R

Level –III (Web & Multimedia Technology)

Module Code	Competency	C	NYC
EIS SS12 01 0912	Prepare for work in the spatial Information Service IT	C	NYC
EIS SS12 02 0912	Assist in the collection storage and retrieval of Data	C	
EIS SS12 03 0912	Multimedia Development Technology	C	
EIS SS12 04 0912	Apply basic leveling web procedures	C	
EIS SS12 05 0912	Apply basic out works	C	
EIS SS12 06 0912	Determine Control points	C	
EIS SS12 07 0912	Develop web & Multimedia	C	
EIS SS12 08 0912	Product multimedia	C	
EIS SS12 09 0912	Product Topological Designee	C	
EIS SS12 10 0912	Operate a word processing application	C	
EIS SS12 11 0912	Operate a spreadsheet application	C	
EIS SS12 12 0912	Operate a database application	C	
EIS SS12 13 0912	Operate computing package	C	
EIS SS12 14 0912	Participate in work place safety arrangement	C	
EIS SS12 15 0912	Assist in field activity Multimedia	C	
EIS SS12 16 0912	Participate in environmental sustainable work practice	C	
EIS SS12 17 0912	Participate in work place communication	C	
EIS SS12 18 0912	Work team environment	C	
EIS SS12 19 0912	Develop Business Practice	C	

Module Code and Competency	Progress Checklist	
	1st Try	2nd Try
	C NYC	C NYC



የኢትዮ ቅር
Beyene Tekelle Wana
የመስራት በአስተዳደር
Registrar

[Signature]

VET College Registrar Officer



N.B.

C - Competent
NYC – Not Yet Competent

Institutional Assessment Result

Name of Trainer's :- **Elias Girma Gizaw**
 Sector :- Web & Multimedia Technology
 Admission :- Regular
 ID.NO:- WMT/1046/05R

Level -II (Web & Multimedia Technology)

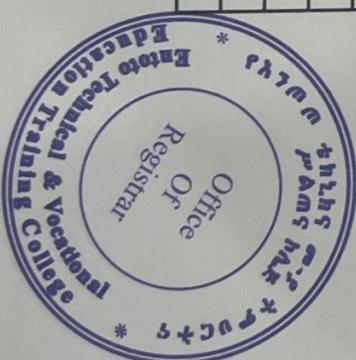
Module Code	Competency	Progress Checklist	
		C	NYC
EIS SS12 01 0912	Prepare for work in the spatial Information Multimedia	C	
EIS SS12 02 0912	Assist in the collection storage and retrieval of Data	C	
EIS SS12 03 0912	Carry out Liner Measurement and Calculation	C	
EIS SS12 04 0912	Apply basic leveling procedures of Web Development	C	
EIS SS12 05 0912	Basic Web & Multimedia Technology	C	
EIS SS12 06 0912	Determine Control points	C	
EIS SS12 07 0912	Read and interpret web and multimedia specifications	C	
EIS SS12 08 0912	Product web drawing	C	
EIS SS12 09 0912	Product Topological Information Tec.	C	
EIS SS12 10 0912	Operate a word processing application	C	
EIS SS12 11 0912	Operate a spreadsheet application	C	
EIS SS12 12 0912	Operate a database application	C	
EIS SS12 13 0912	Operate computing web package	C	
EIS SS12 14 0912	Participate in work place safety arrangement	C	
EIS SS12 15 0912	Assist in field activity	C	
EIS SS12 16 0912	Participate in environmental sustainable work practice	C	
EIS SS12 17 0912	Participate in work place communication	C	
EIS SS12 18 0912	Work team environment	C	
EIS SS12 19 0912	Develop Business Practice	C	

Module Code and Competency		1st Try	2nd Try
C	NYC	C	NYC


 Beyene Tekle Wana
 Registrar

TVET College Registrar Officer

NB.
 C - Competent
 NYC - Not Yet Competent



PERSONAL INFORMATION

Name | Elias Girma Gizaw

📍 Addis Ababa, Ethiopia

☎ 251912843023 ☎ 251912843145

✉ brailiastube88@gmail.com

Sex--Male | Date of birth--11/7/1980 E.C | Nationality—Ethiopian

WORK EXPERIENCE

FROM March 01, 2017
UPTO Now

TNT CONSTRUCTION & TRADING
HEAD OFFICE-----EQUIPMENT OFFICER

FROM Dec 30, 2014
UPTO Mar 05, 2017

ASER CONSTRUCTION P.L.C,
HEAD OFFICE-----EQUIPMENT OFFICER

- Plan, organize, administer ,coordinate and control all the activities of the division
- Ensure the availability of equipment, services & supplies to user components of the authority and the proper collection of rental chargers.
- Directly supervises operators , drivers, equipment schedulers
- Ensure implementing of equipment management system for efficient usage, operation.
- Prepare, review and submit annual budgets, work programs and periodic reports for the general manager.
- Handle complaints and resolve administrative problems of the Departments following established policies and procedures of the organization.
- Provide technical assistance and professional guidance or materials of instructions to operators and drivers
- Evaluating Rental Equipment Performance and activities are for the company use.
- Organizing the section with best skilled manpower
- Advice and assists in the determination of equipments requirements, prepare recommendations, cost estimates and specifications for equipment needs
- Compile/Consolidate all performance data and complete its analysis
- Arrange for equipments/service Vehicles/ to be hired-in on request from projects.
- Monitoring rental and own equipments and reporting utilized equipment payments
- Monitoring utilized fuel consumption and lubricant consumption with analysis

FROM Sep 25, 2013
UPTP Dec 25, 2014

TIDHAR Excavation and Earth Moving Ltd
HEAD OFFICE- EQUIPMENT OFFICER

- Plan organize, administer coordinate and control all the activities of the division
- Directly supervises Operators , Drivers, Maintenance Clerks, Project Equipment schedulers
- Provide technical assistance and professional guidance or materials of instructions to operators and drivers
- Compile/Consolidate all performance data and complete its analysis
- Arrange for equipments/service Vehicles/ to be hired-in on request from projects.
- Monitoring rental and own equipments and reporting utilized equipment payments
- Monitoring utilized fuel consumption and lubricant consumption with analysis
- Ensure implementing of equipment management system for efficient usage, operation.
- Processing raw data & Follow up equipment data
- Evaluating Rental Equipment Performance and activities are for the company use.
- Processing raw data & Follow up equipment data

**FROM July 05, 2011
UPTP Sept 17, 2013**

- YENCOMAD CONSTRUCTION P.L.C,
PROJECT (GENDEBER GOBENSA)--DATA PROCESSOR**
- It's been four years in the company & implement my knowledge for
- Preparing Monthly, Weekly and Annually Progress report
 - Monitoring Rental Equipments & reporting Rental utilized equipments payments
 - Monitoring Utilized Fuel Equipment & lubricant Consumption with analysis
 - Directly Supervise Data Collectors
 - Directly Supervises Operator, Drivers, Maintenance clerk & Equipment Schedulers
 - Arrange & organize equipments when & how to be rented and terminated
 - Following proper allocation of resources, their utilization and controlling
 - Coordinating, assigning & controlling data collectors
 - Forming good communication & giving orientations for data encoders & data collectors

**FROM July,06 2008
UPTO Nov 05,2008**

**PROTOUCH DIGITAL PRITING AND ADVERTISING
GRAPHICS DESIGNER**

During my stay i was Creating design for customers considering and visualizing the idea of their need for car branding, T-shirts, Caps, stamps, calendars, folders, stamps, books, Pen, Key holders, Billboards, and much more.....

**EDUCATION AND
TRAINING**

ON 2007 G.C

ON 2009 G.C

ON 2005 G.C

Specialized information technology
CPU Collage (Addis Ababa, Ethiopia)
Intermediate Programming
Intermediate Database Management
Intermediate Networking
Data Structure & Algorism

Diploma

Awarded By City Government of Addis Ababa TVET

Agency Occupation Competency Assignment and
Certificate Centre

(Addis Ababa, Ethiopia)

Certificate for having Demonstrated Competency against the national Occupational
Standard for Web and Multimedia.

Certificate

Diploma in Computer Technology

Dotnet (Addis Ababa, Ethiopia)

Diploma

Specialized Application & Software's

- Microsoft Word • Microsoft Excel • Microsoft Access • Adobe Photoshop
- 3D MAX • Adobe Illustrator • Coral Draw • Visual Basic • C++
- Virtual Machine(Oracle)
- Mobile Operating system-ADB Android , IOS Iphone, Rim Nokia
- Intermediate Database Management
- Intermediate Networking
- Data Structure & Algorism

PERSONAL SKILL

Mother tongue(s) Amharic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Interaction	Production	
English	Excellent	Excellent	Excellent	Good	Excellent

Communication Skill

I have a good Communication Skill gained through my experience

REFERENCE

Yencomad Construction

• Dawit (Equip Admin Manager) ----- 0911102092

Aser Construction

• Mesfin T/Yohannes(Human resource & admin manager) 0935401555

Aser Construction

• Abyneh Chaka (Equip. Maintenance manager) ----- 0930099512

Yotek Construction

• Eden Belay (Eq. Admin) ----- 0923636392

PERSONAL INFORMATION NAME Elias Girma Gizaw

Addis Ababa,,Ethiopia

Tel-0912843023 0912843145

Braliastube88@gmail.com

Sex Male Date of Birth 11/7/1989

Nationality Ethiopian

PERSONAL PROFILE

I am organized professional who enjoy working in the transport sector. I have worked in this area for a number of years now and understand the importance of ensuring the best routes and times are scheduled to ensure the smooth running of a busy transport department.

I have excellent time management skills and feel that I have organized and coordinated things well in previous roles and enjoy putting the time and effort into this to make something run smoothly

I am efficient in my work and well with others .

I enjoy learning about transport and I am always keen to update my skills in this area to the benefit of my company. I am keen to progress with in this role and would one day like to manage my own department.

WORKEXPERIENCE

Company	Duration	Position
Infinite Construction	Aug02, 2018 - March 03, 2019	Equipment Officer
TNT Construction	March 01, 2017-July 05, 2018	Equipment Officer
Aser Construction	Dec30, 2014-March 05, 2017	Equipment Officer
TidharExc&EarthMovLtd	Sep 25, 2013 - Dec25, 2014	Equipment Officer
Yencomad Construction	July 05, 2011 - Sep 17, 2013	Data Processor

ACADAMICQUALIFICATION/EDUCATIONANDTRAINING

Institute	Specialized	
CPU College	Information Technology	Aug 29, 2007G.C
Dot net	Application Software (Windows Xp, Microsoft Office Word Excel Access etc...)	Nov 05, 2004G.C
Misrak Middle Level technical & Vocational Training Institute	Information Technology (Level II or 10+2)	22/1/1999 E.C Oct, 02, 1999 2006 G.C
Yarad School of Information	English Language	5/9/2002 E.C May 13, 2000 G.C
Hi-TECH and Languages	Grade9&10	26/11/1996EC Augus 2004 G.C
Yekatit 12 Secondary School		

PROFESSIONAL EXPERIENCE**COMPETENCIES**

- Able to operate effectively in a high volume service driven transport operation.
- Possessing a good understanding of all relevant legal compliance and fleet controls.
- Knowledgeable in all process compliance areas including; Legislative, Productivity, Quality and Service.
- Comprehensive understanding all of areas of the supply chain.
- Full understanding of transport operational systems.
- Able to work diplomatically in a unionise environment

KEY COMPETENCIES AND SKILLS

- Any paper work, admin skills ✓
- Any specific transport specification qualifications ✓
- Plan best schedules for all vehicles against time rest rants and locations
- Familiar with financial works according the govt policy's and working with cash register

CAREER HISTORY

- Overseas the maintenance of the vehicles and that all insurances etc are up-to-date
- Plan maps and location for drivers ensuring they have the correct documentation need
- Processing Raw Data encode Using ERP software.
- Reporting daily weekly monthly reports
- Compile /consolidate all performance data and complete its analysis
- Recording and follow up Utilization reports
- Monitoring Rental equipments and reporting utilized Payments
- Directly Supervises Data Collector and Encoders
- Arrange equipments and manage daily activities or operational of equipments
- Responsible for looking after the availability of equipments and concern over repairing process of equipments / vehicles
- responsible for sending desired amount of components or items and keep track missing its duration transportation
- Monitoring Utilized Fuel, Oil and Lubricant Consumption with Analysis
- Responsible for loading the equipments with safety
- Developing and reporting to the company or organization about the working status of the equipments/vehicles
- Supervising daily activities each employee /drivers, operator/
- Provide full assistance and core to the injured employee by accident during operation
- Create friendly environment among staff members So that they can feel free during operation
- Ensuring compliance to all security as well as operational procedures
- Assist in troubleshooting and resolutions safety, services and operational issues
- Handle damage and loss claims
- Perform in collaboration with equipment manager to enhance load capacity and operation and reduce damaged merchandise and loading errors.
- Record driver concerns along with policy violations and direct man issues to equipment manager
- Review and arrange all transport paper work inclusive of driver's logs, trip reports and invoices.
- Record accurately vehicles and trucks mileages essential for fuel monthly and quarterly reporting
- Record entire mileages for sub as well as rental equipment for Aim and Conway
- Review drivers hours properly and submit apt time cards to payroll
- Ensure to dispatch all company drivers
- Ensure to receive all phone calls from drivers any hour in day

PERSONAL

Highly communicable skill both verbal and written fluent English and Amharic languages
 Functional knowledge in supply chain
 Preferably knowledge of import and export
 Interpersonal skills and relationship building

curriculum vita

Deadline oriented
Problem solving Continuous improvement mindset.
Able to multiple relationships at different levels.
~~Strong communication-and-analytical-skills .~~
Problem solving and prioritizing skills.
Man management skills.

REFERENCE

MesfenTekle Yohaness	Aser Construction	Human resource dept Manager	+251935401555
Elias Bekele	Fal Trading	Equipm.and Maint Manager	+251 92 901 1537
ErmiasGirma	Aser Construction	Equipment Adimn Section Head	+251912843145
Tesfay Abate	Aser Construction	EquipmemtAdminDivision	+251930099505
Dawit	Yenocomad Con	Equipment admin manager	+251911102092
EdenBelay	Yotek Cons	EquipmentAdminDivision	+251923636392

Personal

Highly communicable skill both verbal and written fluent English and Amharic languages
Functional knowledge in supply chain
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Problem solving Continuous improvement mindset.
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Reference

EliasBekel	Equipmen Admin Manager	Fal Trading	
MesfenTekleYohaness	Human resourcedeptHead	Aser Constr	0935401555
ErmiasGirma	DataProcessor	Aser Const	0912843145
Tesfay	EquipmentAdminDivision	Aser Const	
Dawit	Equipment admin manager	Yenocomad Con	0911102092
EdenBelay	EquipmentAdminDivision	Yotek Cons	0*923636392

PROFESSIONAL EXPERIENCE

Competencies

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- Able to work diplomatically in a unionised environment

KEY COMPETENCIES AND SKILLS

- Any paper work, admin skills
- Any specific transport specification qualifications
- Plan best schedules for all vehicles against time rest rants and locations
- Familiertwithfinancialworksaccordingthegovtpoliciesandworkingwithcashregister

CAREER HISTORY

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 Preferably knowledge of import and export
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curriculum vita

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REFERENCE

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ErmiasGirma	Aser Construction	Equipment Adimn Section Head	+251912843145
Tesfay Abate	Aser Construction	EquipmentAdminDivision	+251930099505
Dawit	Yenocomad Con	Equipment admin manager	+251911102092
EdenBelay	Yotek Cons	EquipmentAdminDivision	+251923636392

Curriculum Vitae

Elias Girma
Addis Ababa,Ethiopia
+251912843023 Or +251912843145 braliastube88@gmail.com

Recipient's Name - _____
Recipient's Address - _____

Date - Dec 21

Dear Mr./Mrs./Ms. Surname

I am writing in relation to the recently advertised Transport Coordinator position at the company for which I would like to be considered.

I am organized professional who enjoy working in the transport sector. I have worked in this area for a number of years, know and understand the importance of ensuring the best routes and times are scheduled to ensure the smooth running of a busy transport department.

I have excellent time management skills and feel that I have organized and coordinated things well in previous roles and enjoy putting the time and effort into this to make something run smoothly.

I am efficient in my work and well with others.

I enjoy learning about transport and I am always keen to update my skills in this area to the benefit of my company. I am keen to progress with in this role and would one day like to manage my own department.

Overall, I believe that I have the required experience and skill to undertake the [insert position title here] position at [insert company name here] and become a valuable member of your team.

I am looking forward to hearing from you soon and discussion my application further with you.

Yours sincerely,

Name Surname

Elias Girma
Addis Ababa,Ethiopia

Curriculum Vitae

Elias Girma
Addis Ababa,Ethiopia
+251912843023 Or +251912843145 bra liastube88@gmail.com

Date - Dec 24

Recipient's Name - _____
Recipient's Address - _____

Dear Mr./Mrs./Ms. Surname

I am writing in relation to the recently advertised Transport Coordinator position at the company for which I would like to be considered.

I am organized professional who enjoy working in the transport sector. I have worked in this area for a number of years, know and understand the importance of ensuring the best routes and times are scheduled to ensure the smooth running of a busy transport department.

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Overall, I believe that I have the required experience and skill to undertake the [insert position title here] position at [insert company name here] and become a valuable member of your team.

I am looking forward to hearing from you soon and discussion my application further with you.

Yours sincerely,

Name Surname

Elias Girma
Addis Ababa,Ethiopia

Curriculum Vitae

+251912843023 Or +251912843145 brailiastube88@gmail.com

Personal information

Date of birth 11-07-1980 E.C

Gender Male

Work Experience Total 12 years experience in construction company's

Type of job Full-time

Experience by business sector

Yencomad construction	[July05,2011- Sep17,2013]	Data processor
Tidhar Construction	[Sep25,2013-Dec25,2014]	Equipment officer
Aser Constuctiin	[Dec30,2014-Mar05,2017]	Transport Coordinator
TNT Construction	[Mar01,2017-July05,2018]	Equipment officer
Crossland Construction	[May17,2019-June14,2021]	Transport Coordinator

Type of job Contractual

Experience by Business Sectors

Infinite Construction 2 Years as Transport coordinator

Best video Audio Center ERP system creator

Protouch 1 year and 4 months as Designer

Education and Training

Institute	Specialized
Cpu college	Information Technology
Dotnet College	Application Software
Misrak MLTVET	Level II Information Technology
Higher 12 MLTVET	Level I Information Technology
YARAD SCHOOL	English Language



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INFINITE Construction Machine and Vechcle PLC

Ref No. In002/12/21

Date Dec 26,2021

To Whom It May Concern

Mr Elias Girma requested us an experience letter about his service rendered to our company on October 6, 2021.

Therefore, we would like to certify that Mr. Elias Girma has worked in our organization at head office as a senior **Gps Controller** and **IT administration supporter** from May 20, 2019 up to August 27, 2021 and also earning monthly Gross salary of Birr 12,068.97 /Twelve Thousand Sixty Eight Birr & 97/100 only/. Finally, We would like to further notify that all the necessary due taxes and pension is deducted from his salary and paid to the concerned Inland Revenue Authority. This Letter is issued after the employee clear all the necessary handover and can be considered as a clearance paper

With best regards

General Manager



Contact
address

Office :- + 251111224238
Email : DoraJermi@gmail.com
Fax:-

Mobile No. +251911118886



ክንብረት ከንስተክናን ማሽን ዓኔ ትክክለኛ ጥላቸውን የፋይ ማዘጋጀር

INFINITE Construction Machine and Vechcle PLC

Ref No. In002/12/21

Date Dec 26,2021

To Whom It May Concern

Mr Elias Girma requested us an experience letter about his service rendered to our company on October 6, 2021.

Therefore, we would like to certify that Mr. Elias Girma has worked in our organization at head office as a senior **Gps Controller** and **IT administration supporter** from May 20, 2019 up to August 27, 2021 and also earning monthly Gross salary of Birr 12,068.97 /Twelve Thousand Sixty Eight Birr & 97/100 only/.

Finally, We would like to further notify that all the necessary due taxes and pension is deducted from his salary and paid to the concerned Inland Revenue Authority. This Letter is issued after the employee clear all the necessary handover and can be considered as a clearance paper

With best regards

General Manager



Contact address

Office :- + 251111224238
Email : DoraJermi@gmail.com
Fax:-

Mobile No. +251911118886



ROSS-LAND

Web: www.crosslandcon.com

Tel: 0114-16 23 53

Fax: 0114-66 95 57

CONSTRUCTION OF

Roads

Air fides

Water Supplies

Rail Ways

Building

ክርስලንድ ከንሰተኝኩሽን Cross-Land Construction

ቀን
Date 17/5/2019
ቁጥር
Ref.No CL/16372/1

To:- Ato Elias Girma
Cross Land

Subject:- Letter of Employment
on Head Office

ID.No. HO-113

It is a pleasure to inform you that effective from May 17, 2019 you are employed as a Transport Coordinator under direct Supervision of Equipment Administration & Maintenance Department.

Please note that you will serve a probationary' period of 45 days upon successful completion of which you will be accorded permanent status.

We have attached herewith your Employment Contract and Job Description for your reference.

Your monthly Basic salary is ETB 12,068.97 (Twelve Thousand Sixty Eight Birr & 97/100 Only.) subjected to income tax and pension deduction. you are also entitled to all benefits Cross Land Construction provides to its employees..

We wish you all the best in our organization,

CC.

- ↳ G/Manager
- ↳ Engineering & Construction Department
- ↳ Finance Department
- ↳ HR Administration & Legal Department
- ↳ Equipment Administration & Maintenance Department
- ↳ Procurement & Supply Department
- Cross land**
- ↳ Head Office
- Head Office**



With best regards,


ሀብቱሙ ደመቀ
የወ.ጥ.ዋ. ብ.ወ.አ.ወ.ሪ
Deputy General Manager



ROSS-LAND

ክርስලንድ ከንሰተርክሽን
Cross-Land Construction

Web: www.crosslandcon.com

Tel: 0114-16 23 53

Fax: 0114-66 95 57

CONSTRUCTION OF

Roads

Air fides

Water Supplies

Rail Ways

Building

የደርሃች የሥራ ባልደረሰ
የሁኔታ አቶ እልያሳ ገርማ
ጥቅምት 14 ቀን 2013 ዓ.ም
በቀሩት ማመለከታ የሰራ ለምድ
የሞከር ወረቀት እንዲሰጣቸው
መለዋል::

በዚህ መሰረት ተጠቃሚ ግለሰብ
ከጥቅምት 09 ቀን 2011 ዓ.ም
ይምር በደርሃችን ወሰጥ
በዋና መ/ቤት በትራንስፖርት
ክልርኩቴር የሥራ መደብ በዚ
ዶመወዝ በር 12,068.97 /አስራ
ሁላት ስ. ሲሉ ሲጠናት በር
97/100/ እያተከፈልተው
በታማኝነትና በቅንናት እያሳኑ
የሚገኘው መሆኑን እያገለግኘት
የሚፈለግባቸውን የመንግስት
የሥራ ገብርና የጠረቻ መዋሪው
ከዳመወዝው እና እያተቋረሙ
ለማመለከታው እኩል ገብ
እያተዳደግ መሆኑን እንገልግሎት::

ይህ የሞከር ወረቀት
በመሬታው ጥያቄ መሰረት
የተሰጠ እንደ ካለው ነው የሞከር
ወረቀት እያገለግኘው::

ቀን
Date 6/2/2013
ቁጥር
Ref.No C/LC/8200/13

To Whom It May Concern

Mr. Elias Girma requested us an experience letter about his service rendered to our company on October 15, 2020.

Therefore, we would like to certify that Mr. Elias Girma is our employee and he is serving our organization at Head Office as a Transport Coordinator from May 17, 2019 till now and also earning monthly Gross Salary of Birr 12,068.97 /Twelve Thousand Sixty Eight Birr & 97/100 only.

Finally, we would like to further notify that all the necessary due taxes and pension is deducted from his salary and paid to the concerned Inland Revenue Authority.

This Letter is issued upon his own request & shall not be considered as a clearance paper.

ከመገኘው የር
With best regards

KEMAL SUD
ROSS-LAND
Human Resources &
Administration Manager





TIDHAR Excavation and Earth Moving Ltd

PhiTC: - OGL/HO/HRD/1587-14 Ref: - OGL/HO/HRD/1587-14
PhiT: - 3/10/2006 Date: - 10/06/2014

ኤልያስ ገርማ Elias Girma
አዲስ አበባ Addis Ababa

የዳይ:- የድመዎን ቅጂዎች ስለማቅረብ Subject: Salary increment

ԱՆՀՈՎ ԱՅ ԱՖԵՔՏԻ ԹՈՒ ՍԹԻԼ ԱՓՅ
15/1/2006 Զ.Յ ԱՆ.Ի.ՏՄԴԴ ՊԼԹ.Բ ՔԱՆ
ՄՃԱ ԹԱ Ճ.ՃԹՈՎ ԱՆՄԻ ԹՎԴ ԱՆ.Ք.ՀՈՒԽ
ՌՅԴԸ ՀՔԴՈՂՈ ԱՆՁՄԻ Ճ.ՃԹՈՎ:

ይርሱ የድመዥነ ቅጂያር እንዲያደርግለውት መጠየቁ
የሚታወስ ነው፡፡ በመሆኑም ይርሱ ጥቅምች
ተቀብሎ የድመዥነ ቅጂያር ያደረገበት መሆኑን
እያዘውችን ከቀን 24/10/2006ዓ.ም ይሞር በዚህ
ይልተጣራ ደመዥነ በር 4,500 (አራት ሌ.ህ አምስት
መቶ በር) እና ወርሄዋ አበል በር 300 (ሁለት መቶ
ብር) እየተከፈለዋት እንዲሰሩ የተወሰነ በመሆኑ
ሥራውትን ከመጀመሪያ ገዢ በበለጠ እንደማሳይ
ተስፋ እናይርጋዎን፡፡

Employment agreement was made between you and our company since September 25, 2013 to work as Equipment officer and currently you are working at Logistic center.

The company has considered your request and decided to make salary increment for you. Therefore, your monthly basic salary will be birr 4,500 (Four Thousand five hundred birr) and your monthly allowance will be birr 300 (Three hundred birr) as of 01/07/2014. We hope that you will keep up your hand work in the future stay in the company.

With regards,
Racheil katha
Finance and Administration Head

ግልብር፡-ኢටዮ ከፍል	Cc. Finance Department
ጥርቃኒት አስተዳደር	Project Administration
ጥርቃኒት ፌ.ስ.ብ ባለሙያ	Project Accountant
የሰው ፌዴራል አስተዳደር ከፍል	Human Resource Department

NifassilkLafto Sub City, Kebele 05, House No. 1001, Addis Ababa, Ethiopia
Tel. 011-860-11-37, E-MAIL: tidhar555@gmail.com



TIDHAR Excavation and Earth Moving Ltd

Ref. No: - OGL/HO/HRD/1714-15

Date: - 13/08/2015



TO WHOM IT MAY CONCERN

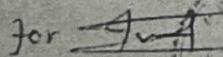
This is to certify that Mr. Elias Girma Gizaw worked in our company from September 25/2013 until he resigned by his own free will on December 25/2014 as an Equipment Officer at Logistic Center of the company.

His Monthly gross salary was birr 4,500.00 (birr Thousand five hundred five) and monthly transportation allowance of birr 300.00 (birr Three hundred).

All due taxes and pension contribution has been deducted from his salary and forwarded to the concerned authority.

This letter is written up on his request and we wish him all the best in his future career.

With regards,

for 

Menashe Levy

General Manager

CC: Human Resource Department

NifassilkLafto Sub City, Kebele 05, House No. 1001, Addis Ababa, Ethiopia
Tel. 011-860-11-37, E-MAIL: tidhar555@gmail.com



ትኩንት ከንስተክናሽንズ ጽሑፍ ሥራዎች
TNT CONSTRUCTION & TRADING

Ref. No./ቍጥር: ትንት ገን/ዝግ/ው/1585/09

Date/ቀን: 01/07/2009

ለኢት አለያ የገመኝ ባካው.

ሙ.ቍ/አይ/227/09

አዲስ አበባ

የዳጋ፡- የሥራ ቁጥርን ይመለከታል ::

እርስዎ በደርሃቸውን በለው ከኩት የሰራ መደብ ላይ ለመስራት ባስገቡት ማማልከታዊ መሰረት ከ01/07/2009 ዓ.ም ይሞር በዋና መ/ቤት ወሰኔ Equipment Officer የሰራ መደብ ላይ የተቀመጥ መሆኑን አያሳለሁን የከፍተወጥም ሁኔታ እንዲማረተለው ይሆናል::

❖ የልተጣሪ ደመወዝ	4,800.00
❖ የተራንስፖርት አበል	1,194.00
❖ ደምር	5,994.00
❖ የሥራ ጥገና	657.50
❖ 7% የጠራታ መዋጫ	336.00
የተጠሩ ደመወዝ	ብር 5,000.50

በዚህ መሰረት የሚያገኙት ወርሄዊ የተጠሩ ደመወዝ በር (አምስት ሲሆ በር ፱50/100) ሆኖ ለ45(እርግ አምስት ቀናት) የመከራር ታክ የተቀመጥ ስሜን፣ የሥራ አራሻወመጥ አጥጋቢ ካልሆነ የሥራ ወልም የሚፈጸም ወይም አጥጋቢ ካሆን በ46ተኛው ቅን የቆጣኑት ቁጥርው የሚረዳገኘ መሆኑን አያዘትወቁን፣ ከዚህ የቅጥር ደቦዎ ሂር ተያይዞ በተሰጠው የሥራ መዘርዝር (Job Description) መሰረት የሚጠቀበውንን የሰራ ደርሻ በበቻ፣ በተቋትና በታማኑት እንዲያከናወነ ካከድር ደምር አያሳለሁን የፋይናንስ መሞራያ ካለው የተጠቀሰውን ከፍደ እንዲከናወልው የዚህ ደቦዎ ከተ ቅልጻው እንዲረርዳታው የተፈረገበት መሆኑን እንጋልዋል::

ከመገመታ ጥር

Esfaye Tilahun
ቍ/ቤት አዘጋጅ
General Manager

ገልጻዎች፡

- ለፋይናንስ መሞራያ
 - ለምህንድና መሞራያ
 - ለገንዘብ መሆኑን ባቻ
- አዲስ አበባ





ት.ኩ.ኩ. ከንሰተርክስንና ገበያ ሙራቅ
TNT CONSTRUCTION & TRADING

Ref. No./ቍጥር: ት.ኩ.ኩ. ገበያ/መ/፲፻፱፭፭፯

Date/ቍዕ: ၀၁/၀၇/၂၀၀၉

ለኢት እሌክት የርሃኝ ወካው

ሙ.ቍ/አዲ/227/09

አዲስ አበባ

ገዢ፡- የሥራ ቁጥርን ይመለከታል ::

እርስዎ በደረሰችን በለው ከፍት የስራ መደብ ሌይ ለመስራት ባሻጻት ማማልነት መስራት ከ01/07/2009 ዓ.ም ይሞር በዋና መ/ቤት ወሰጥ Equipment Officer የስራ መደብ ሌይ የተቀመና መሆኑን ለየገልዮን የከፍያውም ሁኔታ እንዲማሳተለው ይህናል::

❖ የፊተማና ደመዣነ	4,800.00
❖ የተራንስፖርት አበል	1,194.00
❖ ደምር	5,994.00
❖ የሥራ ገብር.....	657.50
❖ 7% የጠረቻ መዋሪ	336.00
የተጣኑ ደመዣነ	ብር 5,000.50

በዚህ መስራት የሚያገኘት ወርሃዊ የተጣኑ ደመዣነ በር (አምስት ሌ.ሽ በር 50/100) ሆኖ ለ45(እርግ አምስት ቀናት) የመከራር ገቢ የተቀመና ለሆኑ፣ የሥራ አኞቃዎችም አጥጋቢ ካልሆነ የሥራ ወልዎ የሚችሉት ወይም አጥጋቢ ካሆነ በ46ተኛው ቀን የቁጥሩት ቁጥር የሚረጋገጥ መሆኑን ለየከተማውች፣ ከዚህ የቁጥር ደብዳቤ ጥርቶ በተሰጠውት የሥራ መዘርዝር (Job Description) መስራት የሚጠበቅበትን የስራ ደርሻ በበቻት፣ በተዚካና በቋሚነት እንዲያከናወነት ካላልፏ ጥምር እያሳሰበን የፋይናንስ መምራያ ካላይ የተጠቀሰውን ከፍር እንዲከናወል የዚህ ደብዳቤ ከተ ቅልጣዊ እንዲረጋግጣው የተፈረገለት መሆኑን እንገልግሎት::

ከመግለጫ ወር

esfaye Tilahun
የራሱ ሰነድ
General Manager

ገልጻዎች፡

- ለፋይናንስ መምራያ
 - ለምህንድ መምራያ
 - ለግል ማህተመች
- አዲስ አበባ





ት አን ተ ከንሰተኩናንና ጽጋድ ለራዎች
TNT CONSTRUCTION & TRADING

Ref. No./ቍጥር: ቍጥር/၇၁/၃/၁/၂/၂၆၈၀/၀၉

Date/ቀን: 28/10/2009

ለአቶ እልያስ ገርማ

አዲስ አበባ

ገዢ: የደመዣ ማስተካከያን ይመለከታል::

ት አን ተ ከንሰተኩናንና እና ጽጋድ ለራዎች በአሁን ወቅት ምርጫማኑቱን ከፌ ለማድረግ ኮርል በዘ-
አንቀሳቻዎችን በማከናወን ላይ እንደሚገኘ ይታወቂል:: በመሆኑም በአሁን ወቅት እርከው በማስረጃ
ለዋናው መረጃ ወሰጥ Equipment Officer የነሬ መደብ ላይ ያለውት የነሬ አፈጻጸም ወጪት
አጥጋቢ ሆኖ በመገኘቱ አሁን እየተከፈለውት ባለው ወርሄዊ የተጠሪ ይመዣ ላይ በር 500.00
(አምስት መቶ) እንዲጨመርበውት በማይችልምንት ተወስኗል፡ የክፍያውም ሆኔታ እንደሚከተሉው
ይሆናል::

❖ የልተጠሪ ይመዣ	5,304.00
❖ የተራጠሪው አበል	1,326.00
❖ ደምር	6,630.00
❖ የሥራ ገብር	758.30
❖ 7% የጠረቻ መዋጭ	371.28
የተጠሪ ይመዣ	5,500.42

በዚህ መሰረት ከነፌ 1 ቀን 2009 ዓ.ም ይሞር የሚያገኙት ወርሄዊ የተጠሪ ይመዣ በር
(አምስት ሌሎ አምስት መቶ በር 542/100) መሆኑን በደረሰ እየሰውቷን ይከበታትን ከፍተኛ ለምድና
እውቀት ተጠቁሙ የተሰጠውትን የነሬ ድርሻና የሰነድ በበላው ተቋተና ተማኅነት እንደሚመመ
ያለንና አምስት አገልግሎሁ::



ከመለከታ የገዢ
Theodros Tadesse
የወጪ የወጪ
Deputy General Manager

ገልጻች::

- > ለፌ.ዳናንስ መግኘሪ
 - > ለመሰራዎች አስተዳደርና ጥገና መግኘሪ
 - > ለግል ማህደራቸው
- አዲስ አበባ

ASER Construction P.L.C	Form	Doc No:
	Probation Letter	OF/HU/
		Rev.No
		1

Ref: As/Co/HRD/3096/07

Date: Dec 31,2014

Dear: Elias Girma Gizaw
ID. NO. 2014/288

After certain employment process has been passed, we are glad to inform you that you are appointed for a probation period of 45 days as per the lab or proclamation no. 377/2003 of Ethiopia for the following position and re-numerations:

Department: Equipment Administration Department
Division: Equipment Administration
Title: Equipment Officer
Salary 5,000.00
Recruitment date December 30, 2014
Place work: Head Office

House All	0.00	Transp All	800.00
Responsibility All	0.00	Fuel All	0.00
Other All	0.00	Project All	1,000.00
Professional All	0.00	Hardship All	0.00

We are welcoming you to our company and hope that you perform your duties up to expectations. We are also notifying all concerned department of our company using carbon copies of this letter to make all necessary arrangements.

Cc:-

- Finance Dep't
- Equipment Dep't
- File
- Addis Ababa



Sincerely yours

 Mesfin Tsiyohannes
 HR and Administration
 Department Manager

E-mail
Tel: 01166220357

Fax:- 0116189485
P.O.Box 5564

ASER Construction P.L.C	Form Probation Letter	Doc No: OF/HU/ Rev.No 1
		

Ref: As/Co/HRD/3096/07

Date: Dec 31,2014

Dear: Elias Girma Gizaw
ID. NO. 2014/288

After certain employment process has been passed, we are glad to inform you that you are appointed for a probation period of 45 days as per the lab or proclamation no. 377/2003 of Ethiopia for the following position and re-numerations:

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Division: Equipment Administration

Title: Equipment Officer

Salary 5,000.00

Recruitment date December 30, 2014

Place work: Head Office

House All	<u>0.00</u>	Transp All	<u>800.00</u>
Responsibility All	<u>0.00</u>	Fuel All	<u>0.00</u>
Other All	<u>0.00</u>	Project All	<u>1,000.00</u>
Professional All	<u>0.00</u>	Hardship All	<u>0.00</u>

We are welcoming you to our company and hope that you perform your duties up to expectations. We are also notifying all concerned department of our company using carbon copies of this letter to make all necessary arrangements.

Sincerely yours

Cc:-

- Finance Dep't
- Equipment Dep't
- File
- Addis Ababa



Mesfin T/yleannes
HR and Administration
Department Manager

E-mail
Tel: 01166220357

Fax:- 0116189485
P.O.Box 5564



ት ከድ ተ ከንሰተርከሻና ዘግድ ሲሆዎች

TNT CONSTRUCTION & TRADING

Ref. No./ቍTC/ 2009/10/26/09

Date/ቍ/ 28/10/2009

ለክፍ አልደሰ ጥርጉ

አዲስ አበባ

የታሪክ የደመዱ ማስተካከያን ይመለከታል::

ት ከድ ተ ከንሰተርከሻና እና ዘግድ ሲሆዎች በአሁን ወቅት የሚታማነቱን ከፌ ለማድረግ ዘርፅ በዘመኑ ስምምነት እንዲሸጋግኙ ይችውቷል:: በመሆኑም በአሁን ወቅት እርዳው በማስረጃ በዋናው መረጃ ወሰጥ Equipment Officer የስራ መደብ ላይ ያለውት የስራ አራቀዣ ወጪት አጥቢ. ሆኖ በመገኘቱ እኩን አየተከራለውት በለው ወርሃዊ የተጠሪ ደመዱ ላይ በር 500.00 (አምስት መቶ) እንዲጨመርልውት በማኅድመንት ተወስኗል:: የከፍያውም ሆኑታ እንደማከተሉው ይሆናል::

❖ የልተጠና ደመዱ.....	5,304.00
❖ የተራሳዘጋጅት አበል	1,326.00
❖ ደምር	6,630.00
❖ የሥራ ጥብር.....	758.30
❖ 7% የጠረቻ መቀበሌ	371.28
የተጠና ደመዱ	5,500.42

በዚህ መሰረት ካለሁ 1 ቀን 2009 ዓ.ም ደምር የሚያገኘት ወርሃዊ የተጠና ደመዱ በር (አምስት ሂሳብ አምስት መቶ በር 142/100) መሆኑን በደረሰ አይሰጣችን ይከበተኝን ከፍተኛ ለምድና አውቀት ተጠቁሙው የተሰጠውንን የስራ ደርሻና ተለፈነት በበለጠ ተቋተና ተማኝነት እንደማውጫ ያለንን አምሳት አገልግሎሁ::



ከመገመታ ተርጉ
Theodros Fadesse
የዚህ የሰነድ ተመዝግበ
Deputy General Manager

ገልጻች::

- > ለፌዴራል መሞራይ
 - > ለመሰራም አስተዳደርና ጥገና መሞራይ
 - > ለግል ማህተመች
- አዲስ አበባ



ት.ክ.ን.ት ከንስተናከሪያዎች ገዢ ሙራቅ
TNT CONSTRUCTION & TRADING

Ref. No./ቍጥር: ት.ክ.ን.ት/၂၃/၁၇/၁၅၃၅/၀၇

Date/ቍጥር: ၀၁/၀၇/၂၀၀၉

ለኢት አለያ የጊዜ ወካው.

መ.ቍ. Aed/227/09

አዲስ አበባ

ገብር፡- የሥራ ቁጥርን ይመለከታል ::

እርስዎ በድርጅቶችን ባለው ከፍት የሰራ መጽሑፍ ላይ ለመስራት ባስጠበቅ ማማልከታዊ መሰረት
01/07/2009 ዓ.ም ደምር በዋና መ/ቤት ወሰኔ Equipment Officer የሰራ መጽሑፍ ላይ የተቀበሩ
መሆኑን አያጠልዎን የከፋይው ዓይነት እንደማሳተስ ይሆናል::

❖ የሌተማሪ ድመወዝ	4,800.00
❖ የትራንስፖርት አበል	1,194.00
❖ ደምር	5,994.00
❖ የሥራ ጥብር	657.50
❖ 7% የጠረቻ መዋጫ	336.00
የተማሪ ድመወዝ	ብር 5,000.50

በዚህ መሰረት የሚያገኘት ወርሄዎች የተማሪ ድመወዝ በር (አምስት ሲሆ በር 50/100) ሆኖ ለ45(እርግ
አምስት ቀን) የመከራር ታዘ የተቀበሩ ሰጥቶ፣ የሥራ አራሻው እጥጋቢ ካልሆነ የሥራ ወልፈ
የሚፈጸም ወይም እጥጋቢ ካልሆነ በ46ተኛው ቀን የቀሚነት ቁጥርው የሚፈጸማት መሆኑን አያስተውች፣
ከዚህ የቀጥር ድጋፍ የሥራ ወልፈ በተቀበሩ በታማኝነት እንዲያከናወነ ካላልፏ ጥምር አያስፈልጊ
የፋይናንስ መሞራያ ካላል የተመቀበዎን ከፍያ እንዲከናወል የዘመና ድጋፍ ካት ወልጣዊ እንዲያረዳቸው
የተፈረገለት መሆኑን እንገልፋል::

ከመግለጫ ጋር

esfaye Tilahun
 የገዢ ሙራቅ
 General Manager

ገልጻዎች:

- > ለፋይናንስ መሞራያ
 - > ለምህንድ መሞራያ
 - > ለግል ማህተመች
- አዲስ አበባ

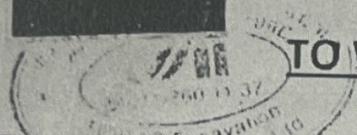




TIDHAR Excavation and Earth Moving Ltd

Ref. No: - OGL/HO/HRD/1714-15

Date: - 13/08/2015



TO WHOM IT MAY CONCERN

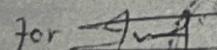
This is to certify that Mr. Elias Girma Gizaw worked in our company from September 25/2013 until he resigned by his own free will on December 25/2014 as an Equipment Officer at Logistic Center of the company.

His Monthly gross salary was birr 4,500.00 (birr Thousand five hundred five) and monthly transportation allowance of birr 300.00 (birr Three hundred).

All due taxes and pension contribution has been deducted from his salary and forwarded to the concerned authority.

This letter is written up on his request and we wish him all the best in his future career.

With regards,

for 

Menashe Levy

General Manager



CC: Human Resource Department

NifassilkLafto Sub City, Kebele 05, House No. 1001, Addis Ababa, Ethiopia
Tel. 011-860-11-37, E-MAIL: tidhar555@gmail.com



TIDHAR Excavation and Earth Moving Ltd

ቍጥር: - OGL/HO/HRD/1587-14 Ref: - OGL/HO/HRD/1587-14
 ቀን: - 3/10/2006 Date; - 10/06/2014

ኤሌጀስ ገርማ
አዲስ አበባ

ትዳደሪ: - የድመወዝ ቅጂ ስለማግኘት

Subject: Salary increment

በእርስዎ እና በደረሰቻቸውን መከከል በቀን
15/1/2006 ዓ.ም በኢትዮጵያውን ባለሙያ የሰራ
መዳደሪ ወል ዲጂመወ በአሁን ወቅት በለንሳስተኩ
ነገተር አያጋገጋ እንደሆነ ይታወቁል::

ድርጅቱ የድመወዝ ቅጂ እንዲያደርግለውን መጠየቅ
የሚታወስ ነው:: በመሆኑም ደርጅቱ ጥያቄዎን
ተቀብሎ የድመወዝ ቅጂ ያደረገለውን መሆኑን
አያሳውችን ከቀን 24/10/2006 ዓ.ም ይሞላ በዚህ
የልተጠና ድመወዝ በር 4,500 (አራት ሌ.ሽ አምስት
መቶ በር) እና ወርሃዊ አበል በር 300 (ሁሳት መቶ
ብር) አያተክሏለዋት እንዲሰሩ የተወሰኑ በመሆኑ
ሥራውትን ከመቻወጥ ገዢ በበለጠ እንደማስረዳ
ተከራ እናይርጋለን::

Employment agreement was made between you
and our company since September 25, 2013 to
work as Equipment officer and currently you are
working at Logistic center.

The company has considered your request and
decided to make salary increment for you.
Therefore, your monthly basic salary will be birr
4,500 (Four Thousand five hundred birr) and
your monthly allowance will be birr 300 (Three
hundred birr) as of 01/07/2014.

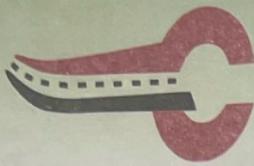
We hope that you will keep up your hand work
in the future stay in the company.

ከመለያች ዝርዝር
ራ.ክ.ለ. ከተኞ
አ.ሰ.ስ እና አስተዳደር ማረፊ

With regards,
Racheil katha
Finance and Administration Head

ገልጻዎች:-አ.ሰ.ስ ከፍል
ጥርጉት አስተዳደር
ጥርጉት አ.ሰ.ስ ባለሙያ
የሰው አ.ሰ.ስ አስተዳደር ከፍል
Cc. Finance Department
Project Administration
Project Accountant
Human Resource Department





ROSS-LAND

ክርስልንድ ከንሰተኞሽን

Cross-Land Construction

Web: www.crosslandcon.com

Tel: 0114-16 23 53

Fax: 0114-66 95 57

CONSTRUCTION OF

Roads

Air fides

Water Supplies

Rail Ways

Building

ቍ
Date 6/2/2013
ቍTC
Ref.No CLC/8200/13

ለማመልከተው ሁሉ

የደርሱትን የሥራ ባልደረሰ
የሁኔታ አቶ እልያሳ ጽርማ
ጥቅምት 14 ቀን 2013 ዓ.ም
በፌዴራል ማመልከቶ የሰራ ለግዢ
የምስክር ወረቀት እንዲሰጣቸው
ጠረቀዋል::

በዚህ መሰረት ተጠቃሚ ጉለሰብ
ከገንቦት 09 ቀን 2011 ዓ.ም
ይህም በደርሱትን ወሰጥ
በዋና መ/ቤት በተራንስፖርት
ከአርዳዎች የሥራ መደብ በወር
ዶመወዝ በር 12,068.97 /ከከራ
ሁላት ስ. ለላሳ ለምንት በር
97/100/ አያተካሂሳቸው
በታማኝነትና በቅንጫት አያስፈ
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የሥራ ቅዱርና የጠረቀት መዋሪው
ከድመወካም ላይ አያተቻል
ለማመልከተው አካል ገዢ
አያተኞላ መሆኑን እንጋልባለሁ::

ይህ የምስክር ወረቀት
በአራተኛው ጥያቄ መሰረት
የተሰጠ እንደ ካሳ ነው የምስክር
ውረቀት አያገልግሎም::

To Whom It May Concern

Mr. Elias Girma requested us an experience letter about his service rendered to our company on October 15, 2020.

Therefore, we would like to certify that Mr. Elias Girma is our employee and he is serving our organization at Head Office as a Transport Coordinator from May 17, 2019 till now and also earning monthly Gross Salary of Birr 12,068.97 /Twelve Thousand Sixty Eight Birr & 97/100 only/.

Finally, we would like to further notify that all the necessary due taxes and pension is deducted from his salary and paid to the concerned Inland Revenue Authority.

This Letter is issued upon his own request & shall not be considered as a clearance paper.

ከዚህም የር
With best regards

KEMAL SEDD
P.M.D. ሲጠቃላይ አገልግሎት ማ/እከላዊ
Human Resources &
Administration Manager





ROSS-LAND

ክርስልንድ ከንሰተሩክሽን

Cross-Land Construction

Web: www.crosslandcon.com

Tel: 0114-16 23 53

Fax: 0114-66 95 57

CONSTRUCTION OF

Roads

Air fides

Water Supplies

Rail Ways

Building

To:- Ato Elias Girma
Cross Land

Subject:- Letter of Employment
on Head Office

Date 17/5/2019
#TC
Ref.No ELC/6372/1

ID.No. HO-113

It is a pleasure to inform you that effective from May 17, 2019 you are employed as a Transport Coordinator under direct Supervision of Equipment Administration & Maintenance Department.

Please note that you will serve a probationary' period of 45 days upon successful completion of which you will be accorded permanent status.

We have attached herewith your Employment Contract and Job Description for your reference.

Your monthly Basic salary is ETB 12,068.97 (Twelve Thousand Sixty Eight Birr & 97/100 Only.) subjected to income tax and pension deduction. you are also entitled to all benefits Cross Land Construction provides to its employees..

We wish you all the best in our organization.

CC.

- ↳ G/Manager
- ↳ Engineering & Construction Department
- ↳ Finance Department
- ↳ HR Administration & Legal Department
- ↳ Equipment Administration & Maintenance Department
- ↳ Procurement & Supply Department
- Cross land**
- ↳ Head Office
- Head Office**



With best regards,

ሸጋሙ ደመቀ
Habtamu Demeke
ማኅበ ጥና ሚኒስቴር
Deputy General Manager



Ref. No. ASER/HU/083/5086107

Date Dec 31, 2014

Dear Elias Girma GizawID.No. 2014/288

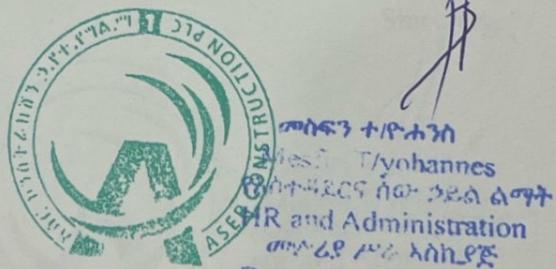
After certain employment processes have been passed, we are glad to inform you that you are appointed for a probation period of 45 days as per the labor proclamation no. 377/2003 of Ethiopia for the following position and re-numerations:

Department: Equipment Administration DepartmentDivision: Equipment AdministrationTitle: Transport OfficerSalary: 5,000.00Recruitment Date: Dec 30, 2014Place of work: Head Office

Allowances			
House All	<u>0.00</u>	Transp All	<u>800.00</u>
Responsibility All	<u>0.00</u>	Fuel All	<u>0.00</u>
Professional All	<u>0.00</u>	Project All	<u>1,000.00</u>
Other All	<u>0.00</u>	Hardship All	<u>0.00</u>

We are welcoming you to our company and hope that you will perform your duties up to expectations. We are also notifying all concerned departments of our company using carbon copies of this letter to make all necessary arrangements.

Sincerely Yours,

C.C.

- . Finance Dep't
- ✓ . Equipment Adm. Dep't

. File

E-mail:

Tel: 0116620357

Fax: 0116189485

P.O.Box: 5564

ASER construction PLC	FORM	Doc No: FRM/HRM/08
	Letter of Transfer	Rev. No.: 0

Ref. No. Aslcol307109

Date Jan 11, 2017

Name Elias Girma Gizaw

ID.No. 2014/288

Department: Equipment Administration

Title: Equipment Officer

Salary: 5,327.00

Current place of work: Head Office

Current Division: Equipment Administration

Transferred to place: Bulublla Concrete Batching Plant

Transferred to Division: Equipment Administration

Date of Transfer: Jan 10, 2017

Reason for Transfer: Transfer

Annual Leave Balance: 1.6

Avg temperature of the place degree centigrade.

Allowances

House All	<u>0.00</u>	Transp Ali	<u>0.00</u>	Perdiem
Responsibility All	<u>0.00</u>	Fuel All	<u>0.00</u>	<u>0.00</u>
Dislocation All	<u>0.00</u>	Project All	<u>2,500.00</u>	
Professional All	<u>0.00</u>	Hardship All	<u>0.00</u>	

Please be informed that you are transferred as per the above information. Concerned departments are also informed by c.c. of this letter to make all the necessary arrangements.

Sincerely,



Mesfin T/yohannes
የኢትዮጵያ ሥነ-ገዢ ማንኛ
HR and Administration
መመሪያ ዘርፍ አስተዳደር
Department Manager

C.C.

- . Finance Department
- . Equipment Adm. Dep't
- . Bulublla Concrete Batching Plant Project

. File

E-mail:

Tel: 0116620357

Fax: 0116189485

P.O.Box: 5564

ASER construction PLC



FORM

Letter of Salary Increment

Doc No:

#Error

Rev. No.:

#Error

Ref. No. As-co/HRO/032315
Date Nov 09, 2015

Dear: Elias Girma Gizaw

ID.No. 2014/288

ASER construction PLC

Presently, you are working in:

Department: Equipment Administration Department

Division: Equipment Administration

Title: Equipment Officer

Grade: 8

Scale: 3

Salary: 5,000.00 birr

Place of work: Head Office

Starting Oct 12, 2015 it is decided to be assigned at

Department: Equipment Administration Department

Division: Equipment Administration

Title: Equipment Officer

Grade: 6

Scale: 11

Salary: 5,327.00 birr

Place of work: Head Office

Allowances

House All 0.00

Transp All 0.00 Perdiem

Responsibility All 0.00

Fuel All 0.00 0.00

Other All 0.00

Project All 2,500.00

Professional All 0.00

Hardship All 0.00

We are issuing this letter hoping that you will perform your duties honestly and diligently.

Faithfully Yours,

Mesfin T/yohannes
HR and Administration
Department Manager



C.C.

. Finance Dep't

. File

E-mail:

Tel: 0116620357

Fax: 0116189485

P.O.Box: 5564



Ref. No. ASER/HU/086/2015/01

Date Feb 11, 2015

Dear Elias Girma Gizaw

ID No 2014/288

ASER construction PLC

It is to be recalled that you were hired as a probationer

Starting: 1/9/2015 G.C.

For the job title: Equipment Officer

In the department: Equipment Administration Department

Place of work: Head Office

Project:

Your performance appraisal is found to be satisfactory during the probation period. Therefore, we feel pleasure to inform you that you are a Permanent employee of ASER construction PLC

Starting: Jan 09, 2015 G.C.

Initial annual leave days: + 14 days/year

Pension fund: 11.0% from ASER and 7.0% from your monthly salary.

Salary: 5,000.00 birr.

Allowances

House All	0.00	Transport All	800.00
Responsibility All	0.00	Fuel All	0.00
Professional All	0.00	Project All	1,000.00
Other All	0.00	Hardship All	0.00

We wish you progressive and satisfactory stay and hope you will perform your duties successfully on your stay in our company and discharge your responsibility on your assignment.

With Regards,

ASER construction PLC
 Systems
 Development and Testing Unit
 HR and Administration
 Department Manager
 Department Manager

C.C.

. Finance Dep't

.

. File



E-mail:

Tel: 0116620357

Fax: 0116189485

P.O.Box: 5564

ጥጥር
Ref. No.: 04641HR10868

ቀን
Date: 15/08/11

To Ato Elias Girma
YENCOMAD

Subject: - Confirmation of permanent Status

We are pleased to inform you that your department has recommended your confirmation to permanent status in the department you employees for, upon successful completion of your probationary period on 19 August 2011.

Accordingly, please note that you are now a permanent employee in the department of the Company 20 August 2011 and a beneficiary of the company's Human Resource Policy.

Please contact the Human Resource Services for your ID Card.

We wish you all success in our Company.

With respect,

Zebene Degefu
Manager, HR & Administration Department



C.C.

- Gendeber Gobensa Road Construction Project
Gendeber



የኢትዮ-አዲስ
Addis Ababa, Ethiopia
Tel. +251-11-5533766/5537585 Fax +251-11-5519460 P.O.Box: 9517 e-mail: yencomad.plcl@ethionet.et

ATG 1725 | HRI 2868
Ref. No.:

29/09/11
Date

FROM : Manger, HR Development & Administration Department

TO : Ato Elias Girma Gizaw

SUBJECT : Reviewing of Salary

We are pleased to inform you that your Salary is reviewed as follows

Department : Equipment Administration & Maintenance Department
Job Title : Data Processor
Current Salary : Birr 1,816.00
Revised Salary : Birr 1,925.00
Revised Allowance :
Effective Date : 01 October 2011

With Respect

Zebene Degefu



C.C

- Finance Department
 - Personal File

YENCOMAD

 - Gendeber - Gobensa Road Construction Project

YENCOMAD

Gendeber -

GINDERBER



የኢትዮጵያ የፌዴራል ሚኒስቴር
Construction PVT.LTD.Co

ስልክ ቁጥር : ፩.፻.፭.፭፻፮ ማብራሪያ
Tel. +251-11-5533766 / 5537585 Fax +251-11-5519460 P. O. Box : 9517 e-mail:yencomad.plc1@ethionet.et Addis Ababa, Ethiopia

ቍ.፲፻፯፻/፪/፳፻፲፲
Ref.No.:

ቍ. ፧-፭-፲፲፲፲
Date :

Ato Elias Girma
Addis Ababa

Dear Elias,

Subject: Re-Employment

We are pleased to offer you indefinite Contractual employment with YENCOMAD CONSTRUCTION, Should you accept this offer the terms and conditions detailed below shall apply. As confirmation of your acceptance, please sign and return one copy of this letter of indefinite contractual employment and retain one copy for your own records.

Position : Data Processor, at Equipment Administration Department
Salary : 2,240.00 per month
Date of Commencement : 17 September 2013

Welcome you as a new employee, and wish you success in your new position.

With Respect,



Abebe Tadesse
Manager, Human Resource Development
& Administration Department

Accepted by Elias

Signature [Signature]

Date 16-09-13

C.C

- Finance Department
- Equipment Administration Department
- Personal Record
- YENCOMAD PLC**
- Private Organization Employees Social Security Agency
Addis Ababa

CONTRACTOR(GC1)

ROADS

BUILDINGS

REAL ESTATE

ቀጥር
Ref. No.: 7929 | HR | 2868

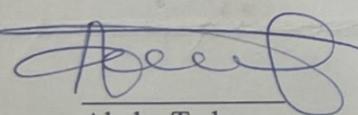
ቀን
Date: 11/10/12

From : A/ Manager, Human Resource Development & Administration Department
TO : Elias Girma
SUBJECT : Salary Review

We are pleased to inform you that your Salary is reviewed as follows:

Department	:	Equipment Administration Department
Job Title	:	Data Processor
Current Salary	:	Birr 1,925.00
Revised Salary	:	Birr 2,240.00
Effective Date	:	01 October 2012

With Respect,


Abebe Tadesse



CC.

- Finance Department
- Equipment Administration Department
- Personal file
- **YENCOMAD**
- Gendeber Gobenssa Road Construction Project
Gendeber

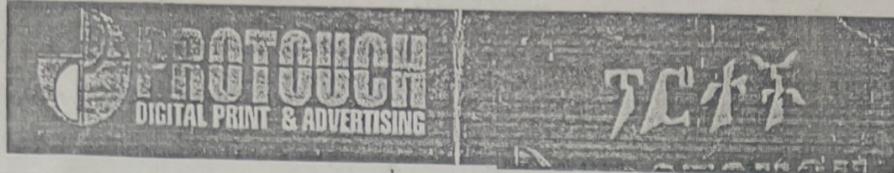
To Whom It May Concern

Sep 6 2007 Elias Girma have done a program for us that
Helps us for data encoding using visual basic, the program Makes
our Work very easy we are still using the program we doesn't have
a problem with it Best Video Sales and Rental Shop.

Manager : Beniam

Signature:-

Date:- 13 sep 2007



Tel 0911 10 67 80
0911 65 18 17
Fax _____
E-mail _____
Home page _____

Ref/ No _____

Date 13/1/2008

To whom it may Concern

This is to certify that Ato Elias Girma has been working in our organization as a graphic Designer since July 6/2008 November 5/2008 for 1 year and 4 month. Hamle 6/1999- Hidar 5/2001 E.C.

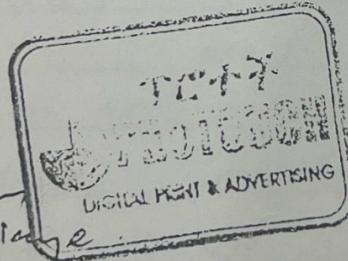
During his stay he was assigned to do Designs for car branding, T-Shirts, Caps, Folders, Pen, Key holders, Wild former billboards and Graphics and I have observed that he was trying to implement his knowledge to solve real problems. More over his ability to work with the center's workers is highly appreciated.

Sincerely

Manager

Ato Berhanu Israe

A handwritten signature in black ink, appearing to read "Ato Berhanu Israe".



Protouch Digital print and Advertising

Residence Address Ababa SubCity: Yeka, Warda: 01, HouseNo: 390

NAME AKA AUN: HESAHEN: Ph: 011 817 4700: 390

የኢትዮጵያዊ ሥነ-ሀገር አ/ቤት/Grade: ሀገር 1 /Public 1

SEX M

BIRTH DATE 4/4/2023

NATIONALITY Ethiopian

NAME ELIAS Girma GIZAW

DATE OF BIRTH 3/20/1988

SEX M

NATIONALITY Ethiopian

DATE OF BIRTH 11/7/1980

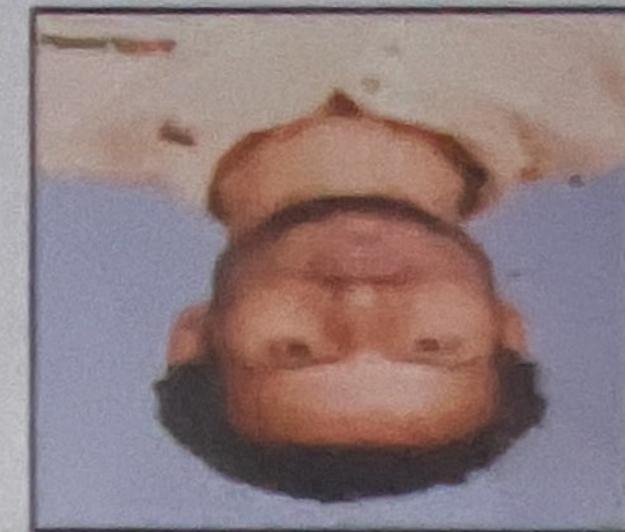
FULL NAME

AGE: 39

የኢትዮጵያዊ ሥነ-ሀገር አ/ቤት/Grade: ሀገር 1 /License No: 790161

Ethiopian Driving License

የኢትዮጵያዊ ሥነ-ሀገር አ/ቤት/Grade: ሀገር 1 /License No: 790161



Region: Addis Ababa, SubCity: Yekka, Woreda: 01, HouseNo: 390

هالا: ادیس ابابا: هریات: پن: ۰۱: پل: ۳۹۰

የኢትዮጵያዊ ሥነ-ሀገር 1 / Public 1

Birth Date 26/7/2017

Issue Date 26/7/2015

Nationality Ethiopia

Full Name ELIAS GIRMAY GIZAW

DOB 3201988

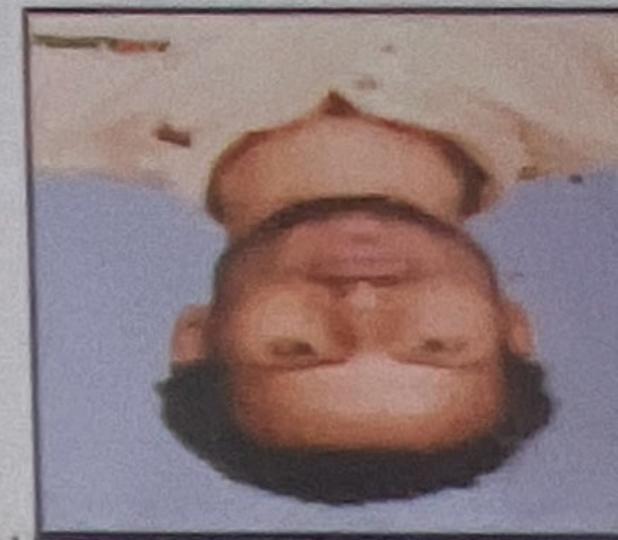
Sex M

Address Addis Ababa

Adr. A. Age 40

Full Name ELIAS GIRMAY GIZAW

Ethiopian Driving License



የኢትዮጵያዊ ሥነ-ሀገር 1 / Public 1

RIDC № 04192775

የኢትዮጵያ የንግድ መያዣዎች ካርድ

Addis Ababa City Resident ID Card

O.....

መታወቂ/ID No. ፯፭/፻፲፻፲፩፭

ሙሉ ስም ንብረት ታደሰ ዓበበ

full Name

የተወለደ ቀን /DOB ፲፭/፱፭/፧፪፮

የረዳ ስም /Blood Group ♂ /Sex. M.

የተሰጠው ቀን /Issue Date ፲፭/፱፭/፲፲፷፯

የጠቀሙበት ቀን /Expiry Date ፲፭/፱፭/፲፲፷፯



Issuing Authority

RIDC № 04192775

የኢትዮጵያ የንግድ መታወቂያ ክርክ

Addis Ababa City Resident ID Card



D.
መታ. #/ID No. ፳፭/፲፲፻፩፯

ጠና ስም የዚህ ተረጋግሪ ስም—
መልካም ተረጋግሪ ስም—

Full Name

የተውላደ ቀን /DOB ፲፭/፭፭/፧፯፯፯

የይህ ሲሄድ /Blood Group ♂/Sex ♂/

የተሰጠት ቀን /Issue Date /፲፭/፭፭/፲፯፯፯

የጠვቀት ቀን /Expiry Date /፲፭/፭፭/፲፯፯፯

Issuing Authority

C

Resident Name Yi-Hi Shih



123156789

Resident Address

Res # /Phone No. 09-12-843023

Res #/Name / Emergency Contact

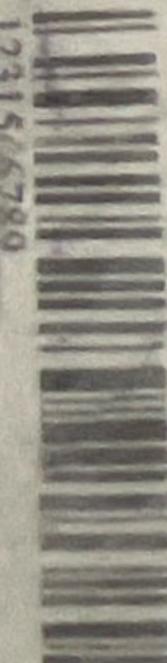
Res #/Name Wally S. Chen

Res #/Phone No. 09-12-8431-45

Chen Wally S. Chen
Resident Name

Resident Address

Passenger Name With Pass No.



Resident Address

123156789
123156789

Pass # / Phone No. 09-12343023

Passenger Name / Emergency Contact

Pass Name Khalid Ali

Pass #/Phone No 09-123431-45

Ali Ali Ali Ali

Passenger Name

የኢትዮጵያ Training Institution

የኢትዮ ASHEBIR ABEBE



የኢትዮጵያ Training Institution

የኢትዮጵያ Training Institution
የኢትዮጵያ Training Institution

