Tenketem Gebrengus

Date of birth: 16/06/1996 | **Nationality:** Eritrean | **Sex:** Female | **Phone:**

(+251) 939136768 (Mobile) | **Email:** titihadas123@gmiail.com |

Address: Yeka Sub City , Addis Ababa , Eritrea (Home)

WORK EXPERIENCE

01/10/2018 – 13/06/2019 Asmara , Eritrea
BRANCH ADMINISTRATIVE MANAGER GEZA-BANDA

- Accomplished multiple tasks within established timeframes.
- Cross-trained existing employees to maximize team agility and performance.
- Managed budgets for various departmental projects, allocating funds appropriately to maximize results while minimizing expenses.
- Strengthened relationships among coworkers through team-building exercises leading to higher morale in the workplace.
- Enhanced customer satisfaction by resolving disputes promptly, maintaining open lines of communication, and ensuring high-quality service delivery.
- Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.
- Achieved departmental goals by developing and executing strategic plans and performance metrics.
- Managed budgets effectively, ensuring optimal financial performance while investing in necessary resources for business growth.

EDUCATION AND TRAINING

09/2013 – 07/2018 Halhale, Eritrea
BACHELOR OF ARTS IN MANAGEMENT College of Business And Economics Halhale

09/2020 – CURRENT Addis Ababa, Ethiopia
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION New Generation University College

Website https://www.nguchc.com/

09/2021 – CURRENT Addis Ababa, Ethiopia
BACHELOR OF SCIENCE IN COMPUTER SCIENCE Addis Ababa University

Website http://www.aastu.edu.et/

06/2024 – CURRENT Addis Ababa, Ethiopia
WEB DEVELOPMENT DOT Ethiopia and Na'amal Project

Website https://ethiopia.dotrust.org/ https://naamal.org/

LANGUAGE SKILLS

Mother tongue(s): **TIGRIGNA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C1
AMHARIC	C2	C2	C2	C2	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Microsoft Word | WEB; Web Developer | Begginer JavaScript for WebDevelopment | C++ Programming - Beginner | Html, Java, CSS

ORGANISATIONAL SKILLS

good manager

- Time Management
- Team Leadership
- Project Management
- Strategic Planning