

## PERSONAL INFORMATION



## SELESHI BEKELE WELDEMARIAM

📍 Addis Ababa (Ethiopia)

📞 +251911139827

📞 +251922821519

📞 +251712049937

Home +251112702903

✉ 160108

✉ [seleshibekele19@gmail.com](mailto:seleshibekele19@gmail.com)

Age 64Yrs old

Nationality Ethiopian

Civil Status Married

## PERSONAL SUMMARY

More than 43 yrs in management in different sectors involving directing and having responsibility for all the activities in the organization. Working with the management team, Also responsible in development and implementation of organizational strategies, policies and practices, short and long-term organizational planning and strategy as a member of the management team, Served as primary liaison to legal counsel in addressing legal issues, governing instruments, partnerships with experience of successfully coordinating the activities of various departments concerned with the production, pricing, sales, and distribution of products & services. Contented with people of all levels and devouring an excellent viable approach to solving and developing business processes. Having a proven people management skills, with the ability to manage performance and motivate staff on an individual and team level. Known by colleagues and employees as a fine mentor and leader whom staffs are keen to support.

## Core Knowledge and Skills

Leadership	Human resources	Business Development
Market Growth	Technology Evaluation	Entrepreneurship
Strategic Management	Advisory Board	Operations Expertise

- Results driven, interactive “Team Management” philosophy and leadership style, which has yielded enhanced profitability, shareholder value and organizational development.
- Open communication, hands on, highly visible leadership and management style that has been extremely successful reaching and motivating all levels of the organization.
- Strategic and tactical business plan, product and process development focus and account abilities, both internal and external to the organizations, which have achieved recognition within served markets.
- Cultural and Organizational Change.
- Quality Systems Commitment and Leadership.
- Creative and decisive decision maker based on cautious and informed appraisals.
- Lean Consolidation and Strategic Business and Market Growth Planning.

## DUTIES:

Managing a team of approximately 100 employees in a busy work environment. Negotiating contracts, ensuring that they balance value and risk. Establish and instrument departmental policies. Creating, managing and analyzing performance data and other information. Ensuring that capacity and capability are continually planned. Encouraging, identifying and developing best practice strategy. Ensuring compliance to all the company’s goals and objectives.

## **PROFESSIONAL EXPERIENCE**

### **Project Administrator, 1981 – Goma Wereda, Keffa Province (Present Oromia Region).**

- Consolidated organization and divested a business.
- Built an extensive network of advisors, colleagues, and other technology experts and created a leaders excelling in a variety of sectors:

### **Personnel Head 1981 – 1984 - Coffee and Tea Ministry.**

#### ***Supervision and Responsibilities***

Headed and supervised as responsible the staff of the human relations or personnel department. This individual answers for every action taken by one of his staff members. Human resources professionals must abide by employment and labor laws and regulations of the ministry and the state, and responsible if the staff does not follow these laws and regulations. As the of personnel also responsible for developing and implementing the budget for the department.

#### ***Personnel Responsibilities***

As the head of personnel responsible for all activities related to hiring and firing employees of the department. This includes determining the job classification, compensation and benefits for each position. This also often involves developing and implementing recruitment and employee evaluation policies and establishing testing and training procedures. A ministry's personnel policies fall under the auspices of the director of personnel, who is ultimately responsible for development, revision and implementation of those policies. It's vital that complete and accurate personnel records are maintained for each sector employee, and this responsibility -- although performed by the staff -- also falls on the shoulders of the personnel head.

#### ***Communicating and Mediating***

As the head of the personnel usually the duties extended beyond the human resources department. With my exceptional written and verbal communication skills worked effectively with public government officials, government agencies, community groups and heads of other departments within the municipal, county and state governments. Often acted as a negotiator and/or mediator in situations involving labor relations and employee grievances.

### **Logistic Assignment and Maintenance Head 1984 – 1992 - Coffee and Tea Ministry.**

Aiming as a goal is to ensure the company facilities are well cared for and adequate to support the company's business operations. As logistics and Maintenance head I oversee all installation, repair and upkeep operations of the company's facilities. And ensure that the best physical logistic resources available to complete the duties according to budget.

And also as I have great a great deal of solid understanding of plumbing and electrical systems as well as carpentry and other crafts in all company maintenance process, having aptitude in undertaking administrative tasks such as reporting, budgeting responsibility.

#### ***Responsibilities***

- Develop maintenance procedures and ensure implementation
- Carry out inspections of the facilities to identify and resolve issues
- Check electrical and hydraulic systems of buildings to ensure functionality
- Plan and oversee all repair and installation activities
- Monitor equipment inventory and place orders when necessary
- Monitor expenses and control the budget for maintenance
- Keep maintenance logs and report on daily activities

### **Entrepreneur in Residence 1985 – 1987 = Private Entrepreneur.**

Hired for a 6-month contract that extended to 20 months due to exceptional due diligence expertise. Identified and developed printing press technologies. Oversaw all marketing and visual projects including events, promotional design, advertising, store graphics and signage, Customer Relationship Management, local/grassroots marketing tools and more.

#### ***Notable Accomplishments:***

- Thoroughly developed emerging technologies emanating in printing press.
- Executed exhaustive due diligence on 6 projects - opened the door to one of these becoming a fundable project.
- Noted for role in growing sales.
- Credited for transitioning marketing strategy for a mass media communications and printed matters business program.

### **Commerce Department Manager 1987 - 1989 – Debrezite Flour Mill, Debrezite**

Led the flourmill plant and merchandising teams for 15 better grade department stores. Charged with creating consumer-right and trend-right assortments to drive high sales and margins. Supervised team of 10 Buyers, Planners and Allocation Specialists.

### **Site Manager 1992-1993 – WARDA Salt Production Enterprise, Afdera, Afar Region**

The Site Manager is responsible for the supervision and upkeep of the salt production site's property to Ensure that all facilities are well maintained and in compliance with regulatory requirements.. and oversees the development and implementation of the Facilities Master Plan.

#### ***With The following ROLES AND RESPONSIBILITIES***

- Plan, organize, control, and evaluate construction projects.
- Supervise and manage all site-based personnel related to facilities.
- Develop and manage maintenance policies and protocols.
- Coordinate with outside organizations related to the facilities, including contractors, providers, and public/government organizations.

#### ***The following TASKS was performed:-***

- Evaluate the maintenance needs of the company and develop a plan to address them.
- Organize and supervise staff, including outside contractors, to implement the maintenance plan.
- Solicit and evaluate quotations for facilities- and maintenance-related works.
- Manage and address facilities-related needs and incidents.
- Initiate and carry out projects to optimize efficiency and reduce cost.
- Review installations and equipment to minimize incidents and identify opportunities for improvement.
- Organize contracts and bids documentation for relevant projects, overseeing the contractual documentation, especially as related to the companies responsibilities.
- Communicate directly with the operations department to coordinate maintenance and repair projects.
- Ensure that facilities-related staff are adequately trained and equipped.
- Conduct employee performance reviews.
- Oversee Facilities Master Plan.

### **Production Manager 1993-1994 – Djibouti Salt Production Corporation, Djibouti**

As a production manager, I was involved with the planning, coordination and control of manufacturing processes and make sure goods and services are produced efficiently and that the correct amount is produced at the right cost and level of quality; also responsible for both human and material resources.

As I was also involved in the pre-production (planning) stage as well as the production (control and supervision) stage. A large part of the job is dealing with people management; furthermore also involved with product design and purchasing.

#### ***With the following Responsibilities;***

- Oversee the production process, drawing up a production schedule;
- Ensure that the production is cost effective;
- Decide what resources are required;
- Draft a timescale for the job;
- Estimate costs and set the quality standards;
- Monitor the production processes and adjust schedules as needed;
- Be responsible for the selection and maintenance of equipment;
- Monitor product standards and implement quality-control programmed;
- Liaise among different departments, e.g. suppliers, managers;
- Work with managers to implement the company's policies and goals;
- Ensure that company's guidelines are followed;
- Supervise and motivate a team of workers;
- Review worker performance;
- Identify training needs.

### **Exploration and Mining Manager 1994 – 2015 – African Ore Mining Co., Addis Ababa**

My role was Leading and managing a small team of geologists, geophysicists and engineers, the primary responsibilities, that includes the various geoscience activities required to support activities within Oromia region, Guji Zone, company's site for exploration, appraisal and mining mineral development and exploration. These activities will include: Mineral Ore Systems analysis, assisting in providing a regional geologic context, play and prospect generation, geological mapping, assisting in providing recommendations for drilling locations, generating proposal to drill documents for drilling and well evaluation programs and assisting in providing technical evaluation of drilling results.

My primary responsibility for leading the geoscience team, planning, recommending and executing work plans and budgets, setting goals and objectives and ensuring projects are delivered on schedule. The opportunity will include leading and directing several project specific, small, multi functional project teams, including but not limited to assist in geoscience staff.

## Operation Manager 2015 – until present – LHV Enterprise, Addis Ababa

**LHV Enterprise** <http://www.lhventerprise.com> / [lhv@lhventerprise.com](mailto:lhv@lhventerprise.com)

Dedicated operations Manager, and effective leader who excels using proven methods and cutting-edges system strategy, to successfully cut cost, streamline operations and increase productivity. Assertive and enthusiastic, with extensive knowledge of process optimization and unsurpassed worth ethic.

I'm responsible for, accounts payable, payroll, grant report entry, managing the organizations HR, helping and creating organizational and program budgets; and serving as a member of the Management Team along with the general manager, Program Director and Development Director, as primary responsibility in ensuring organizational effectiveness by providing leadership for the organization's financial functions.

Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices.

### ***With the following Responsibilities:***

- Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of agency budget in coordination with the Executive Director.
- Development of individual program budgets
- Payroll management, including tabulation of accrued employee benefits.
- Disbursement of checks for agency expenses.
- Organization of fiscal documents.
- Regular meetings with Executive Director around fiscal planning.
- Supervise and coach office manager on a weekly basis.

### **Organizational Leadership**

- Contribute to short and long-term organizational planning and strategy as a member of the management team

### **Risk Management**

- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies.

### **EXECUTIVE DEVELOPMENT**

- B.Sc. Business Administration,
- Bachelor of Arts in LAW, School of Law, Addis Ababa University, ETHIOPIA
- Diploma in Agriculture

### **PERSONAL SKILLS AND COMPETENCES**

#### **SPEAKING ENGAGEMENTS**

Speaking engagements include seminar instruction: “How to Successfully Raise Capital for Your Start-Up” as well as other

#### **KEY SKILLS AND COMPETENCIES**

Proven ability to lead, motivate and build successful teams. Understand all legal, regulatory, information security and compliance requirements. Proven influencer & negotiator. Achieving targets in a dynamic and complex business environment. Team leading & people development skills. Able to manage and develop a diverse group of highly skilled people. A pragmatic approach to getting the required results. Ability to manage operations within budgetary constraints. Building and maintaining strong and effective relationships with suppliers and customers.

#### ***Responsible for ensuring the Company runs efficiently and effectively***

- Involve in Developing an operations strategy of the company:
- Designing the operation's products, services and processes:
- Involve in Planning and controlling operations resources
- Manage and increase the effectiveness and efficiency of Support Services, as coordination and communication between support and business functions.
- Regular meetings with Executive Director around fiscal planning.
- Supervise and coach office manager on a regular basis.

#### **PROFESSIONAL EXPERIENCE**

- Delivered end-to-end distributed enterprise solutions for wide range of verticals.
- Ameliorated in negotiating contracts, developed business proposals and service level agreements with a number of small and large business partners and clients.
- Drove product development through complete life cycle from inception to roll out including requirements, design, modeling, software implementation, testing and release.
- Built and managed large teams including management of outsourcing operations.
- Responsible, both financially (including income statements and budgeting) and operationally.
- Improved Retention, Emergency Management Planning and Jump Start Program.
- Introduced Business Continuity initiatives.
- Directly responsible for all external marketing and affairs.
- Led companies in defining their corporate vision and strategy and led the implementation of the strategy across multi-functional departments resulting in growth in excess of 30%.
- Developed strategic planning models that provided a framework for individual department heads to move from tactical to strategic leaders.

**PERSONAL CHARACTERISTICS AND ATTRIBUTES:**

- Collaborative, values teamwork and integration
- Decisive yet supportive of delegated decisions
- Approachable and open to staff
- Invested in proactively building and maintaining relationships
- Motivational with a strong commitment to the Agency's mission
- Excellent communication and negotiation skills
- Strategic thinker who is innovative and creative
- Displays sound professional judgment, broad thinking and inclusive of other's ideas
- Engaging and confident with a sense of humor
- Demonstrates integrity and honesty.

**LANGUAGE COMPETENCES**

**Mother Tongue(s)** Oromifa/ Amharic

**Other language(s)**

**Oromifa**

**Amharic**

**English**

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

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

**DRIVING LICENSE:** A, BE, B, D1

**HOBBIES:**

- READING
- WRITING
- WATCHING TV
- GARDENING
- COLLECTING JOURNALS
- COLLECTING ANTIQUES
- MEDITATION

**REFERENCES;**

- Ato Umer Ali Abdou – General Manger - African Ore Mining Co., - Tel: +251 913 704777
- Ato Getachew Teklearegay – Chairman - Ethiopian Transistors Association - Tel: +251 911210582
- Engr. Alemayehu Zwewde – Senior Geologist – NAYOTA Mining - Tel: +251 911107704
- Ato Mesfin Tericha – Finance Manger -Oromia Revenue Bureau - Tel: +251 911810791
- H.E. Ato Eshete Tilahun - Diplomat, Ethiopian Embassy – USA - Tel: +1347 963 1207
- Ato Debebe Assefa - Finance and Administration Head - MIDROC Gold - Tel: +251911 20 7759
- Engr. Woli Sheko - Senior Geologist - Oromia, Water, Mineral & Energy Resources Bureau - Tel: +251 911608264
- Dr. Kidane Leghesse – General Manager, LHV Enterprise - Tel: +251 912610557

