

# Melat Daniel Meles

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Nairobi, 30 00100  
melatmeles89@gmail.com  
+254799458348

## Professional Summary

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Experienced web developer with a strong foundation in multiple programming languages and frameworks. Skilled in crafting efficient, user-friendly web applications, and adept at problem-solving and staying up-to-date with industry trends.

## Work Experience

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*Amen Transport And Logistics*  
*Finance Assistant*

*Mombasa, 28*  
*Mar 2023 - Sep 2023*

- Managed and maintained financial records to facilitate budget reconciliation.
- Posted vendor payments into automated accounting system to avoid duplicate payments.
- Reviewed and analyzed past due accounts to send notification letters and statements to clients to request payment.
- Developed financial presentations with Excel and PowerPoint for senior management.
- Maintained an organized filing system for all financial documents to ensure easy access and compliance with regulations.
- Reconciled bank statements with internal accounts to ensure accuracy of financial data.
- Recorded financial transactions in accounting software to maintain accurate company records.

*BrandMagma*  
*Website Developer*

*Nairobi, 30*  
*Oct 2023 - Current*

- Monitored web analytics and generated reports to guide improvements.
- Facilitated user feedback sessions to gather insights for web enhancements.
- Educated team members on new web technologies and best practices through workshops.
- Developed and maintained user-friendly websites, ensuring optimal functionality and design.
- Maintained website security measures to protect against cyber threats.
- Leveraged version control systems for efficient code management and collaboration.
- Assisted in the development of e-commerce platforms, enhancing online shopping experiences.
- Troubleshoot website issues reported by users, providing timely resolutions.
- Worked within content management systems (CMS) to streamline content updates.
- Collaborated with graphic designers to integrate visual design into website projects.
- Implemented responsive design techniques to ensure websites performed well on various devices.
- Applied optimization techniques to enhance website speed and user satisfaction.
- Conducted content audits to eliminate redundant or duplicate information.
- Liaised with marketing to align web-based content with brand strategy and meet

organization's standards.

## Education

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<i>Mount Kenya University</i>	<i>Mombasa, 28, 28</i>
<i>Bachelor of Business Information Technology:</i>	<i>Aug 2024</i>
<i>Business And Information Technology</i>	
<i>Light Academy Secondary School</i>	<i>Mombasa, 28, 28</i>
<i>High School Diploma</i>	<i>Dec 2019</i>

## Skills

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| ▪ Programming Languages: HTML, CSS, JavaScript, C++, PHP, etc. | ▪ Databases: MySQL, MongoDB            |
| ▪ Frameworks and Libraries: React, Angular, Bootstrap.         | ▪ Version control systems: Git, GitHub |
| ▪ Web application development                                  | ▪ Front-End Development                |
| ▪ WordPress customization                                      | ▪ Web Analytics                        |
| ▪ Creativity and Innovation                                    | ▪ SEO Optimization                     |
|  | ▪ Team Collaboration                   |
|  | ▪ Organizational Skills                |

## Certificates

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- freeCodeCamp: Responsive Web Design Certification

## References

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