Michael Melaku

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SUMMARY

Multidisciplinary professional, 4+ years of experience in Data Analysis and IT Systems. Backgrounds in Computer & Software Engineering, Finance & Project Management. Strong critical thinking to solve complex problems & change adaption, proven work ethic.

EXPERIENCE

AI Data Specialist
Jun 2024 – Present

Mindrift | Toloka | Remote

- Labeled & annotated large-scale datasets for supervised machine learning and LLM training with high accuracy and consistency.
- Applied prompt engineering techniques to fine-tune & evaluate AI model outputs, contributing to performance improvements.
- Collaborated in a remote agile team to meet annotation KPIs, ensuring compliance with project-specific data quality standards.

Skills: AI Modeling, Prompting, Annotation, Evaluation

Data Research Analyst
Jun 2024 – Present

Upwork | Freelance

- Conducted comprehensive data collection and cleaning across multiple industries, delivering insights for client decision-making.
- Built and maintained structured datasets using Python, Pandas, and Excel, improving data accessibility and usability.
- Created custom data visualizations and dashboards using Power BI to communicate trends and key findings to stakeholders.

Skills: Pivot Tables, B2B Lead Generaion, Research Assistance
Lib & Tech.: Google Spreadsheets, Zoom Info, FastPeopleSearch, Apollo, Pandas, NumPy, Matplotlib, Seaborn, scikit-learn

Application Support Officer
Dec 2022 – Present

Commercial Bank of Ethiopia | On-site

- Analyzed system logs to identify and resolve recurring issues in Temenos T24 & related applications.
- Automated incident tracking & reporting to reduce manual workload and improving issue resolution time.
- Supported data-driven decision-making by collaborating with IT teams to extract & transform banking system data.

Skills: JShell, Scripting, IT Automation with Python, Data Analysis
Technologies: AIX, Excel, Putty, Temenos T-24, Oracle

Functional Consultant
Apr 2021 – Jan 2023

CNET Software Technologies | On-site

- Led ERP data migration & transformation processes, ensuring clean and consistent input for system configuration.
- Designed custom reports and data workflows to support client operational and financial analysis needs.
- Interfaced with clients to gather requirements & translate them into functional specifications for ERP implementation.

Skills: SQL, C#, Project Management, Training
Technologies: Microsoft SQL Server, Dot Net Framework, CNET ERP, Peachtree Accounting, Excel, Power BI

EDUCATIONS

Master of Arts in Project Management
Sept 2022 – Jun 2025

Addis Ababa University

- **Relevant Coursework**: Project Planning and Scheduling, Risk Management & Decision Theory, Strategic Management and Projects, Project Evaluation and Monitoring, Project Execution and Closure, Developing and Leading Project Teams, Technology and Innovation Management, Research Methods
- **Project Work**: The Role of IT Systems Modernization Projects in Improving Service Performance (Case Study)

Skills: Team Leadership, Project Planning, Scheduling, Coordination, Data Research

Bachelor of Arts in Accounting and Finance
Sep 2017 – Jun 2021

Bahir Dar University

- **Relevant Coursework**: Financial & Advanced Accounting, Risk Management, Auditing, Financial Management, Accounting Information Systems, Quantitative Methods, Statistics for Management, Operations Research, Research Methods, Project Analysis & Management, Professional Ethics, Administrative Communication

Skills: Financial Analysis, Data Research, Interpretation, Financial Statements & Reporting, Quantitative Analysis, Risk Management

Bachelor of Science in Electrical and Computer Engineering
Sept 2015 – Dec 2020

Addis Ababa University

- Relevant Coursework: Database Systems, Data Structures, Software Engineering, Algorithm Analysis & Design, Object Oriented Programming, Operating Systems, Computer and Network Security, Research Methods
- Thesis: Smart Greenhouse Monitoring System (Automation Project)

Skills: Cybersecurity, Mathematics, Data Research, Database Administration & SQL, Software Development, Python, HTML, CSS, JavaScript

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CERTIFICATES

Data Analytics   Jan 2024 – Jun 2024
Google

- Relevant Coursework: Foundation of Data, Data Driven Decisions, Data Preparation & Exploration, Data Cleaning Process, Data Analysis to answer Questions, The art of Data Visualization and Sharing, Data Analysis with R, Capstone: Case Study

Skills: Python, R, SQL, Power BI, Excel & Spreadsheets

Software Engineering   Feb 2022 – Mar 2023
Holberton School | ALX

- Relevant Coursework: Programming & Algorithms, Front-end Development, Back-end Development, Software Testing, Development Tools & Practices

Skills: Version Control, C/C++, Java, Python, React, Bootstrap, DevOps, HTML, CSS, PHP

PROJECT WORK

ERP Implementation Project   Jan 2022 – Mar 2022
Fame Impex Trading | Safeway Supermarket

- End-to-end implementation of CNET ERP modules across procurement, inventory, and finance departments.
- Conducted data migration, user training, and post-deployment support to ensure smooth system adoption.
- Collaborated with business stakeholders to fit ERP workflows to operational needs, improving process efficiency.

Skills: MS SQL, CNET ERP, Report Customization, Excel, Data Cleaning, Analysis, Reporting, Visualization

TRAININGS

Introduction to Data Science	Cisco Academy	Jul 2025
**Data Analysis	AI	Programming	Android**	Udacity	Jul, 2025
Python for Data Analytics	Coursera	Jul, 2024
Python for Data Science	Google	June 2024
FMVA® Curriculum Courses	Corporate Finance Institute (CFI)	May 2022 – July 2022
**Project Management	Quality Management**	Alison (Online Diploma)	July 2025	Aug 2020
Professional Skills Accelerator Program	Dereja Academy (8 Modules)	Dec, 2020

EXTRACURRICULAR

Participant   Mar 7– 8, 2020
15th Ethiopian Space Science Society General Assembly | AAiT

- Helped coordinate logistics and engage students during space science outreach events.

Project Team Member   Mar 2019 – Apr 2019
World Oral Health Campaign | Unilever | Youthopia

- Participated in public health awareness campaigns in schools and communities.

Project Team Member   Oct 2019 – Nov 2019
Global Hand Washing Campaign | Unilever | Youthopia

- Assisted with organizing events for Global Hand washing Day and Oral Health Awareness.

Volunteer   Jul 2019 – Aug 2019
Hospital Support Program | Addis Ababa City Administration

- Supported staff with non-medical tasks and community care in a local public hospital.

Recognition | Best Volunteer   Oct 2019
The Inspired Ethiopian Youth Association

- Awarded for outstanding contribution to youth-led social impact initiatives.