

# Michael Melaku

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## SUMMARY

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

## SKILLS

**Languages:** Python • SQL • HTML • Tailwind CSS • Bootstrap • TypeScript

**Libraries:** Pandas • NumPy • Matplotlib • Seaborn • scikit-learn

**Tools:** Jupyter • Git • Power BI • SQL Server • Excel (Advanced) • AIX

**AI:** Modeling • Prompting • Annotation • Evaluation

## WORK EXPERIENCE

### AI Data Specialist

Jun 2024 – Present

Mindrift | Toloka | Remote

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

### 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.

### 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 and reporting using Excel macros, reducing manual workload and improving issue resolution time.
- Supported data-driven decision-making by collaborating with IT teams to extract, transform, and validate banking system data.

### 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.

## EDUCATIONS

### Master of Arts in Project Management

Sept 2022 – Jun 2025

Addis Ababa University

### Bachelor of Arts in Accounting and Finance

Sep 2017 – Jun 2021

Bahir Dar University

### Bachelor of Science in Electrical and Computer Engineering

Sept 2015 – Dec 2020

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Addis Ababa University

## CERTIFICATES

<b>Data Analytics</b> Google	Jan 2024 – Jun 2024
<b>Software Engineering</b> Holberton School   ALX	Feb 2022 – Mar 2023

## TRAININGS

**Introduction to Data Science** | Cisco Academy | Jul 2025  
**Data Analysis | Artificial Intelligence** | 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** | Alison (Online Diploma) | July 2025  
**Quality Management** | Alison (Online Diploma) | Aug 2020  
**Professional Skills Accelerator Program** | Dereja Academy | 8 Modules | Dec, 2020

## PROJECT WORK

<b>ERP Implementation Project</b> Fame Impex Trading   Safeway Supermarket	Jan 2022 – Mar 2022
<ul style="list-style-type: none"><li>End-to-end implementation of CNET ERP modules across procurement, inventory, and finance departments.</li><li>Conducted data migration, user training, and post-deployment support to ensure smooth system adoption.</li><li>Collaborated with business stakeholders to fit ERP workflows to operational needs, improving process efficiency.</li></ul>	

## VOLUNTEERING EXPERIENCE

<b>Participant</b> 15 <sup>th</sup> Ethiopian Space Science Society General Assembly   AAiT	Mar 7– 8, 2020
<ul style="list-style-type: none"><li>Helped coordinate logistics and engage students during space science outreach events.</li></ul>	
<b>Project Team Member</b> World Oral Health Campaign   Unilever   Youthopia	Mar 2019 – Apr 2019
<ul style="list-style-type: none"><li>Participated in public health awareness campaigns in schools and communities.</li></ul>	
<b>Project Team Member</b> Global Hand Washing Campaign   Unilever   Youthopia	Oct 2019 – Nov 2019
<ul style="list-style-type: none"><li>Assisted with organizing events for Global Hand washing Day and Oral Health Awareness.</li></ul>	
<b>Volunteer</b> Hospital Support Program   Addis Ababa City Administration	Jul 2019 – Aug 2019
<ul style="list-style-type: none"><li>Supported staff with non-medical tasks and community care in a local public hospital.</li></ul>	
<b>Recognition   Best Volunteer</b> The Inspired Ethiopian Youth Association	Oct 2019
<ul style="list-style-type: none"><li>Awarded for outstanding contribution to youth-led social impact initiatives.</li></ul>	