

ETSEGENET MELESE

dedicated worker



About Me

Dedicated and detail-oriented Administrative Assistant with one year of experience providing efficient administrative support in fast-paced office environments. Proven track record of managing tasks, schedules, and projects to enhance organizational efficiency.



+251 968557000



segenetjob@gmail.com



Addis Ababa , Ethiopia bole

LANGUAGE

- English - fluent in writing and speaking.
- Amharic - fluent in writing and speaking.
- Oromic - fluent in writing and speaking.

EXPERTISE

- Organizing skill
- Communication skill
- Strong computer skill
- Negotiation
- Critical Thinking
- Leadership
- Team spirit

REFERENCE

Name : Surafel worku

Tell : +251 954 606 595

Company : Eta tech it solutions plc founder.

Relationship : Former manager

Name : Daniel demissie getachew

Tell : +251 910 902 860

company : CEO Relief business network

Relationship : Advisor

EXPERIENCE

National security agency

City - addis ababa

2021 - 2022

system admin at ethiopian national security agency.

Eta tech it solutions plc

City - addis ababa

2022 - 2023

Provide comprehensive administrative support to the executive team, managing calendars, scheduling meetings, and coordinating travel arrangements.

- Prepare and proofread documents, reports, and presentations, ensuring accuracy and professionalism.
- Handle incoming calls, emails, and correspondence, prioritizing and redirecting as necessary.
- Maintain office supplies and inventory, initiating orders when needed, and optimizing cost-efficiency.
- Organize and maintain paper and electronic filing systems to streamline document retrieval.
- Collaborate with cross-functional teams to plan and execute corporate events and meetings.
- Assist with budget tracking and expense reporting, ensuring adherence to financial guidelines.
- Conduct research and compile data for various projects, improving decision-making processes.

Dengene Technology solution

City - addis ababa

2021 - 2022 /2023

Helping enterprises across the globe accelerate their business innovation with transformative technologies. service now junior developer.

EDUCATION

Addis Ababa institute of technology

Software engineering and computer science.

2015-2020

Gebeya incubation center

User experience and user interface design engineering.

2019

SKILLS SUMMARY

Organization skills	<div><div></div></div>	78 %
Communication skill	<div><div></div></div>	81 %
Computer skill	<div><div></div></div>	81 %