

	<b>Company Name:</b> <b>BIRHANENA SELAM PRINTING ENTERPRISE</b>	<b>Document No.:</b>	
	<b>Title</b>	<b>Revision\No: 00</b>	

### Employee Profile From Enquiry

Employee Id: 0234 Full Name: Adego Adane EWune  
 Grade: 11 Basic Salary: 17,490.00  
 Current Position: Senior Printing Expert  
 Department: Printing team  
 Location: HO



### Employee Details

Date of Birth	<u>21/11/1962</u>	Date of Employment	<u>09/04/1983</u>	Sex	<u>Male</u>	Marital Status	<u>Married</u>
Education	<u>12th old cariculum</u>			File Number			
Contact Name	<u>MULU KEBEDE</u>			Tel No.	<u>0911348890</u>		
Mother's Name	<u>EMAGN SETEGN</u>			Town.			
Birth Place Region	<u>WELO</u>			Kebele			
Woreda							

### Training Taken

<u>School/Inst</u>	<u>Country</u>	<u>Trainign Type</u>	<u>From</u>	<u>To</u>	<u>Achivement</u>
BSPE PRINTING TECHNOI		PRINTING TCHNICNOL	08/07/2003	10/03/2004	Certificate
BSPE PRINTING TECHNOI		PRINTING TCHNICNOL	02/08/2007	04/02/2008	Certificate
FIRE&EMERGENCY PRIVA		Fire & Emergency Prever	23/05/2022	27/05/2022	Certificate

### Education

<u>Institute/School</u>	<u>Country</u>	<u>Year of Comp</u>	<u>Achivement</u>	<u>Field of Study</u>
MINILIK PRIMARY&SECONDAI	Ethiopia	1990	12th old cariculum	Academic

### Language Skill

<u>Language Type</u>	<u>Listening</u>	<u>Reading</u>	<u>Writting</u>	<u>Speaking</u>
AMHARIC	Excellent	Excellent	Excellent	Excellent
ENGLISH	Good	Good	Good	Good

### Spouse Information

<u>Spouse Name</u>	<u>Address</u>	<u>Tel. No</u>	<u>Employeeer</u>	<u>Tel No</u>
MULU KEBEDE				

### Children

<u>Name of Child</u>	<u>Sex</u>	<u>Date of Birth</u>	<u>Parent Name</u>	<u>Remark</u>
ABREHAM ADEGO	Male	05/29/1987	MULU KEBEDE	
EFERAM ADEGO	Male	07/26/1988	MULU KEBEDE	
TSEGEREDA ADEGO	Female	10/12/1989	MULU KEBEDE	
TIGESE ADEGO	Female	11/03/1994	MULU KEBEDE	

### Experience

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**Employee Profile From Enquiry**

<u>From</u>	<u>To</u>	<u>Job Position</u>	<u>Organization</u>	<u>Salary</u>	<u>Grade</u>	<u>Relevant</u>
09/04/1983	28/02/1993	LABOUR	B/S/P/E	0.00		Yes
08/07/2017	12/03/2018	SECRET PRINTING	B/S/P/E	10,023.00		Yes
01/03/1993	09/03/1994	CLEANING	B/S/P/E	0.00		Yes
10/03/1994	12/05/1999	JUNIOR MAKEUP WORK	B/S/P/E	0.00		Yes
13/05/1999	07/07/2003	PLATINE MACHINE OPERETOF	B/S/P/E	0.00		Yes
10/03/2004	03/02/2008	SILINDER MACHINE OPERETO	B/S/P/E	0.00		Yes
04/02/2008	07/07/2017	ROLAND MACHINE OPERETOF	B/S/P/E	0.00		Yes

**Letters**

<u>In/out</u>	<u>RefNo</u>	<u>LetDate</u>	<u>Subject</u>	<u>ContentType</u>	<u>InoutDate</u>	<u>Inform</u>
Outgoing	2/B/53-2/234	06/12/2018 00	TO GIVE SUBSTITUTIOI	substitution letter	06/12/2018	Yes
Outgoing	2/b/55-2/234	13/07/2019 00	Guaranty letter to misrak	Guaranty Letter	13/07/2019	Yes

**Appraisal**

<u>Year</u>	<u>Average Result</u>	<u>From Period</u>	<u>To Period</u>	<u>On Probation</u>	<u>Remark</u>

**Position Change**

<u>Date</u>	<u>Position/Title</u>	<u>Salary</u>
07/08/2020	Senior Printing Expert	14,070.00
10/15/2018		11,156.00
04/09/1983	Senior Printing Expert	10,023.00
07/08/2019	Senior Printing Expert	12,040.00
10/15/2018		11,156.00
07/08/2021	Senior Printing Expert	15,160.00
07/08/2018	Senior Printing Expert	10,023.00
08/07/2018	Senior Printing Expert	11,156.00
01/01/2019	Senior Printing Expert	12,040.00

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**Employee Profile From Enquiry**

**Leave Days Taken**

<u>From</u>	<u>To</u>	<u>Days</u>	<u>LeaveType</u>	<u>Reason</u>	<u>Approved By</u>	<u>F/Year</u>
10/10/2019	31/10/2019	19.00	Annual Leave	*	*	2018
01/11/2019	05/11/2019	4.00	Annual Leave	*	*	2018
24/10/2019	24/10/2019	1.00	Sick Leave	-	miny	0
03/06/2020	06/06/2020	4.00	Annual Leave	-	-	2019
08/07/2020	08/07/2020	25.00	Annual Leave	Expired	System	2018
10/07/2020	10/07/2020	1.00	Annual Leave	-	-	2019
19/09/2020	19/09/2020	1.00	Annual Leave	-	-	2019
24/09/2020	24/09/2020	1.00	Annual Leave	-	-	2019
12/01/2021	12/01/2021	1.00	Annual Leave	-	-	2020
01/02/2021	06/02/2021	6.00	Annual Leave	-	-	2020
14/01/2021	14/01/2021	1.00	Annual Leave	-	-	2019
22/03/2021	27/03/2021	6.00	Annual Leave	-	-	2019
14/05/2021	14/05/2021	1.00	Annual Leave	-	-	2019
06/05/2021	10/05/2021	4.00	Annual Leave	-	-	2019
01/06/2021	05/06/2021	4.50	Annual Leave	-	-	2019
14/07/2020	31/07/2020	16.00	Annual Leave	-	-	2019
01/08/2020	12/08/2020	9.50	Annual Leave	-	-	2019
26/01/2021	31/01/2021	5.00	Annual Leave	-	-	2020
01/02/2021	14/02/2021	12.50	Annual Leave	-	-	2020
01/03/2021	10/03/2021	8.50	Annual Leave	-	25.5	2020
20/04/2021	30/04/2021	10.00	Annual Leave	-	30	2021
26/04/2022	28/04/2022	2.50	Annual Leave	-	2.5	2022
11/11/2021	30/11/2021	17.00	Annual Leave	-	-	2020

**Accrued Annual Leave**

<u>Year</u>	<u>Annual leave</u>	<u>Leave Taken</u>	<u>Balance</u>
2021	42.94	10.00	32.94
2019	49.00	49.00	0.00
2020	50.00	50.00	0.00
2022	42.99	2.50	40.49
2018	48.00	48.00	0.00
2023	42.99	0.00	42.99
<b>Total</b>	<b>275.92</b>	<b>159.50</b>	<b>116.42</b>

**Allowances**

<u>Allowance Type</u>	<u>Monthly Amount</u>

**Benefits**

<u>Benefit Type</u>	<u>Frequency</u>	<u>Quantity</u>

I certify that the above information is true and correct to my knowledge.

\_\_\_\_\_  
Full Name & Signature