Date: //2025

Full Name: Yosef Abebaw Habte

E-Mail: Yosefabebe2008@gmail.com

Phone No: <u>0922318733 / 0703318733</u>

Job Position:

I am writing to express my interest in the above position at your organization. My name is Yosef Abebaw Habete, and I have completed my degree in Computer Science from Arbaminch University. I am also certified in computer Hardware, software maintenance and networking. I have worked as an IT Head at Queens College for the past 5 years and 8 months. And now I'm working Tana Drilling Industry by the job of IT Support Officer.

I developed communication, Cooperation and leadership skills from an IT Head career. Knowledge of setting up a network System and experience in performing Configuration, maintenance on a regular basis. Extensive familiarity with raw and processed numbers and analytical experience

I am a motivated, loyal, and energetic individual who is passionate about providing technical support to end-users, troubleshooting IT systems, and installing hardware and software. I have a strong technical background, with a working knowledge of various technologies, including hardware, software, networking, and cloud computing. I am a team player who is able to take on whatever tasks are needed to complete a project. I have excellent communication skills, enabling me to effectively communicate with both technical and non-technical individuals. I am also highly organized and detail-oriented, which allows me to work efficiently and achieve results.

I believe that my skills and experience make me an ideal candidate for the above position. I am confident that I can be a valuable asset to your team, and I look forward to hearing from you.

Sincerely, Yosef Abebaw Habete

Thanks for your consideration

Enclosure

- CV
- Work Experience
- ➤ Temporary Document and Other short-term Training certificates

YOSEF ABEBAW

IT PROFESSIONAL

Contact:



yosefabebe2008@gmail.com



https://www.linkedin.com/in/yosef-abebe-6bb227284/



Address: Kality, Addis Ababa, Ethiopia

↓ Sex: Male

↓ Nationality: Ethiopia

Education:

- BSC Degree Computer Science
- JULY 2017
- Arba-minch Institute of Technology University
- Master ofProjectManagement
- On thesis PROGRESS

Queens' College Addis Ababa, Ethiopia

Summary

Dynamic and results-oriented IT professional with a strong background in Computer Science and extensive experience **IT Head**, at Queens College for the last 5 years 8 months. And now I'm working Tana Drilling and Industries Position of **IT support officer**. At over all I adapts experience of IT Infrastructures the implementation of security protocols, adapt at managing risk assessments and ensuring compliance with industry standards. Committed to leveraging technical expertise and analytical skills to contribute effectively to organizational goals. Eager to bring a proactive approach to enhancing security measures and driving continuous improvement within a forward-thinking team.

Experience:

IT HEAD

- October 18, 2018—July 4, 2024
- QUEENS' COLLEGEAddis Ababa, Ethiopia
- Led the IT department, overseeing all aspects of technology management, including hardware, software, and network systems.
- Developed and implemented IT policies and procedures to enhance operational efficiency and security.
- Managed a team of IT professionals, fostering a collaborative environment that encouraged skill development and teamwork.
- Conducted regular assessments of IT infrastructure, identifying areas for improvement and implementing solutions to optimize performance.
- Provided technical support and training to faculty and staff, ensuring effective use of technology in educational settings.
- Spearheaded the installation and configuration of new systems and software, ensuring seamless integration with existing technologies.
- Collaborated with other departments to align IT initiatives with institutional goals, enhancing overall productivity and user satisfaction.
- Maintained up-to-date knowledge of emerging technologies and trends, integrating relevant advancements into the college's IT strategy.

Key Skills:

- Any computer system and application.
- Networking and Data communication
 - ➤ Full Microsoft Office with 365/MS office
- Database Concepts
- Hardware and Software Maintenance
- Organizational Management
- Problem Solving
- ➤ Melty -Tasking

Hobbies:

- > Sport,
- Movies,
- Reading
- Art and Travel

Language:

- Amharic-- Highly Proficient
- Afaan Oromo--Competent
- ➤ English ----- Skilled

IT Support Officer

• July 8, 2024 - Current

- Tana Drilling and industries
 Addis Ababa, Ethiopia
- Provide first-line technical support to end users.
- Troubleshot and resolve hardware and software issues.
- Install, configure, update and User Managements of a server.
- Install, configure and update a computer hardware components and software applications.
- Configurations of CCTV camera and PBX installations
- Network Management and System Maintenance.
- System Administrator
- Collaboration with IT Teams, Project Support.
- Effective problem solving

Extra Curricula activities:

Certifications:

- > Web based Agricultural monitoring system Certification
 - Arba-Minch University-----JUN 2017
- ► Hardware and Software Maintenance
 - Arba-minch University----April 15, 2017 October 15, 2017
- ➤ CompTIA A+ Certification
 - Global Computing Association---- December, 2022
- ➤ CompTIA Network+ Certification
 - Global Computing Association ---- November, 2022
- ► Big Data Analytics + Certificate
 - From Great Learning ed-tech company------August, 2024
- Programming Fundamentals
 - GC-Ethiopia and Udacity, Inc.

Verified Nanodegree program Completion ----- September 7, 2024

- > Data Analysis Fundamental
 - GC-Ethiopia and Udacity, Inc.

Verified Nanodegree program Completion October 9, 2024

- ➤ Quality Management System Development & Implementation
 - Based on ES ISO 9001:2015 Institute of Ethiopian Standards /ኤዴኤ/ December 23 -27/2024
- ➤ Office Machines Maintenance
 - Satcome Institute of Technology -16 may / 2025

MAJOR QUALITIES

Technical Proficiency: a deep understanding of hardware, software, networking, and various technologies relevant to their field.

Problem-Solving Skills: the ability to analyze issues, think critically, and develop effective solutions to complex technical problems.

Communication Skills: strong verbal and written communication skills to explain technical concepts to non-technical users and collaborate with team members.

Customer Service Orientation: a commitment to providing excellent support and service to end-users, ensuring their needs are met effectively.

Teamwork: the ability to work collaboratively with colleagues across different departments and disciplines to achieve common goals.

Project Management Skills: experience in planning, executing, and managing it projects, including time management and resource allocation.

Continuous Learning: a commitment to staying updated with the latest industry trends, technologies, and best practices through ongoing education and training.

Security Awareness: knowledge of cybersecurity principles and practices to protect systems and data from threats.

I hereby certify that all the information provided above is true and accurate to the best of my knowledge.

YOSEF ABEBAW



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Tel. +261-111-564285,111-111480, +251-911-248347,111-242276, Fox +251-111-111480,011-1-246762

Refr-00/H90/001/2024 G.C.

Date:July 8, 2024 G.C

To whom it may concern

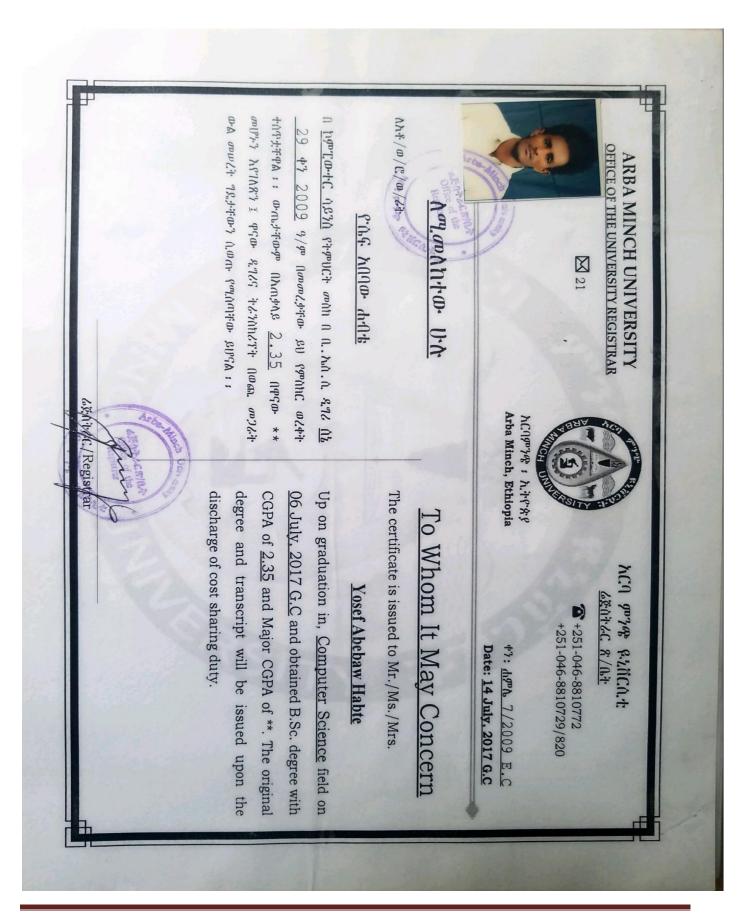
This is to certify that Mr. Yosef Abebaw has been working in Queens College from; October 18, 2018 G.C to July 4, 2024 G.C Queens College on the position of head of IT at kalify campus. He earns a gross monthly salary 6,958.74 birr (six thousand nine hundred and fifty eight birr and seventy four cents) income tax and pension deducted from his salary has been deposited to concernd office.

Best regards,

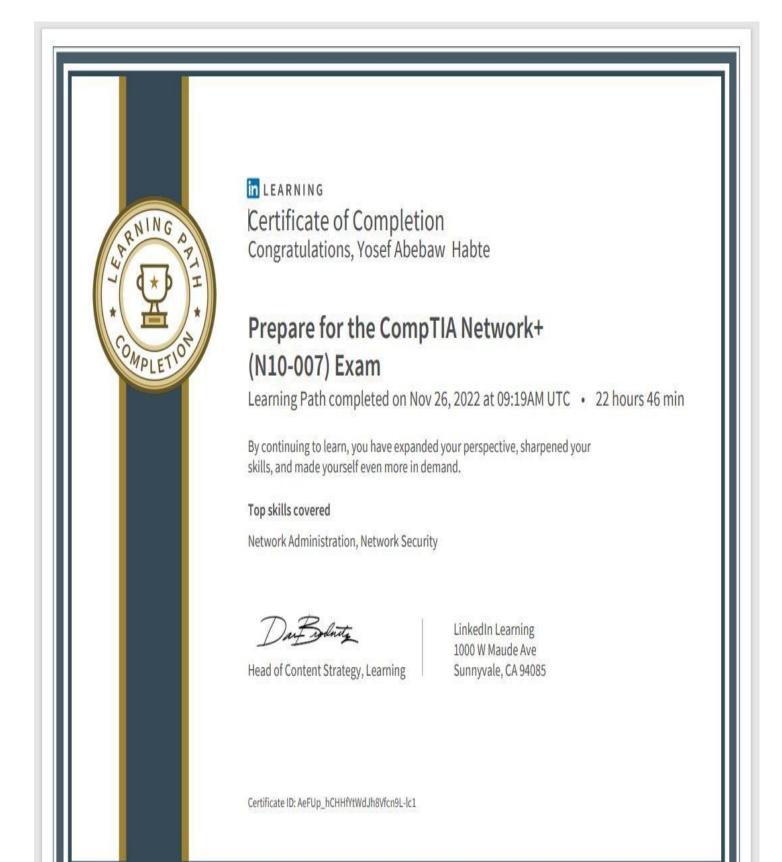


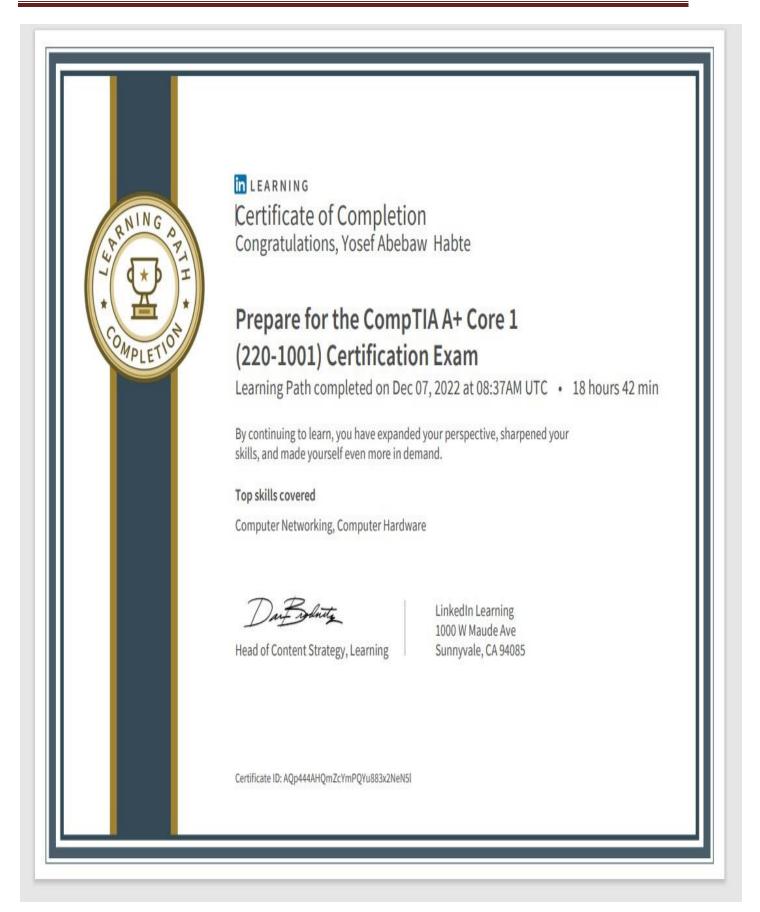


Website: queenscollege.edu.et/Email: info@queenscollege.edu.et/P.Q. Box: 23115 / Addis Ababa, Ethiopid
Committed for the Society!











CERTIFICATE OF COMPLETION

Presented to

Yosef Abebaw Habte

For successfully completing a free online course
Big Data Analytics Course

Provided by

Great Learning Academy

(On August 2024)

To verify this certificate visit https://www.mygreatlearning.com/certificate/UHINOKBS













Verified Certificate Of Nanodegree Program Completion

Programming Fundamentals

Awarded to

Yosef Abebew Habte

September 7, 2024

Udacity has confirmed participation of this individual in this program. Confirmation at www.udacity.com/certificate/e/e04ba5 3c-63ac-11ef-b99b-d778f5ee244d.

Sebastian Thrun Founder, Udacity











Verified Certificate Of Nanodegree Program Completion

Data Analysis Fundamentals

Awarded to

Yosef Abebew Habte

October 9, 2024



Udacity has confirmed participation of this individual in this program. Confirmation at www.udacity.com/certificate/e/284332 66-7752-11ef-a41a-83489200fc4f.

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Sebastian Thrun Founder, Udacity



