

Date: / /2025

Full Name: Yosef Abebaw Habte

E-Mail: Yosefabebe2008@gmail.com

Phone No: 0922318733 / 0703318733

To: - _____

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:



Email:

yosefabebe2008@gmail.com



LinkedIn:

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



+251922318733



Address: Kality, Addis Ababa, Ethiopia



Sex: Male



Nationality: Ethiopia

Education:

- BSC Degree - Computer Science
- JULY 2017
- Arba-minch Institute of Technology University
- Master of Project Management
- 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' COLLEGE • Addis 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.
 - Troubleshoot 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 /ኢ.ከ.ከ/ 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



ኩዊንስ ኮሌጅ
QUEENS' COLLEGE

Tel. +251-111-504285, 111-111480, +251-911-248347, 111-242276, Fax +251-111-111480, 011-1-248762

Ref:QC/HQ/001/2024 G.C

Date: July 8, 2024 G.C

To whom it may concern

This is to certify that Mr. Yoscf 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 kaliti 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 concerned office.

Best regards,



Yoscf Abebaw
Head of Human Resource



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

ARBA MINCH UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

☑ 21



አርባ ምንጭ ህ.ት.የጽ/የ
Arba Minch, Ethiopia

አርባ ምንጭ ዩኒቨርሲቲ

ፎክስፈር ጽ/ቤት

+251-046-8810772
+251-046-8810729/820

ቀን: ሐምሌ 7/2009 E.C
Date: 14 July, 2017 G.C

አሚመስከተው ሁሉ

ለአቶ/ወ/ሮ/ወ/ሪት

የሴቱ አበበው ሐብቱ

በ ኮምፒውተር ሳይንስ የትምህርት መስክ በ ሊ.አሲ.ሲ ዲግሪ በኔ
29 ቀን 2009 ዓ/ም በመመረቃቸው ያህ የምስክር ወረቀት
ተሰጥቷቸዋል፡፡ ውጤታቸውም በአጠቃላይ 2.35 በዋናው **
መሀከላዊ እና በአጠቃላይ 2.35 በዋናው ** መሀከላዊ
ውል መሠረት ግዴታቸውን ሲወጡ የሚሰጣቸው ይሆናል፡፡

To Whom It May Concern

The certificate is issued to Mr./Ms./Mrs.

Yosel Abcebaw Habte

Up on graduation in, Computer Science field on
06 July, 2017 G.C and obtained B.Sc. degree with
CGPA of 2.35 and Major CGPA of **. The original
degree and transcript will be issued upon the
discharge of cost sharing duty.

ፊደላዊ/ር/Registar







Certificate of Completion
Congratulations, Yosef Abebaw Habte

Prepare for the CompTIA Network+ (N10-007) Exam

Learning Path completed on Nov 26, 2022 at 09:19AM UTC • 22 hours 46 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

Top skills covered

Network Administration, Network Security

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate ID: AeFUp_hCHHFYtWdJh8Vfc9L-lc1



Certificate of Completion
Congratulations, Yosef Abebaw Habte

Prepare for the CompTIA A+ Core 1 (220-1001) Certification Exam

Learning Path completed on Dec 07, 2022 at 08:37AM UTC • 18 hours 42 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

Top skills covered

Computer Networking, Computer Hardware

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate ID: AQp444AHQmZcYmPQYu883x2NeN5l



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/e04ba53c-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/28433266-7752-11ef-a41a-83489200fc4f.

Sebastian Thrun
Founder, Udacity





INSTITUTE OF TECHNOLOGY
የትምህርትና ቴክኖሎጂ ስራ ማዘጋጀት

SATCOM
የአጫጭር ስልጠና የምስክር ወረቀት

የከፍተኛ ስልጠና ሀብት

YOSEF ABEBAW HABTE

SHORT TERM TRAINING CERTIFICATE
THIS IS TO CERTIFY THAT

በጤ ማሻገሩ ብድር

(የዲ.ጂ.ታል ፎቶኮፒ፣ ፕሪንቲር፣ ፋክስ፣ ኢልሲ.ዲ ፕሮጀክተር እና ስካነር ጥገና) የሙያ መስከር ለስድስት/፩/ ወራት የሚሰጠውን ስልጠና በተሳካ ሁኔታ በማጠናቀቁ ይህ የምስክር ወረቀት ተሰጥቶል/ቷታል፡፡

OFFICE MACHINES MAINTENANCE

(DIGITAL PHOTOCOPIERS, PRINTER, FAX LCD PROJECTOR & SCANNER MAINTENANCE) AND IS HERE BY AWARDED THIS CERTIFICATE

9/30/17 08:2017

16 May 2025

ᐃᐅᐅᐅᐅᐅ ᐃᐅᐅ
Registrar Office



Managing director

261-11-167 10 67/Fax: +261-11-419 08 08/+261-911-64836
E-mail: info@salcom-ethiopia.com
Website: www.salcom-ethiopia.com