

MOTI Engineering PLC

Applicant's Summary of qualification

(Education, Work Experiences, training, technical skill & competency)

Applicant Name: Atrsaw Seifu, email:atethio@gmail.com cell phone.: +251929134327

Position you applied for: Director, HR Manager

EDUCATION (starting from latest one)					
Year (from__ to__)	Name of College / Institute	Place	Field of study	certification	Remarks
2007 to 2009	Haramaya University	Haramaya	Management	BA	
WORK EXPERIENCE (starting from recent)					
Time Period (start – end)	Employer & works place	Occupation / Job position	Organ. Type & work nature	Net Period (year+ Month)	
23/8/23 up to date	Hibret Bank S.C	Organizational design & change management officer	Banking	1 year 5 month	
23/10/17-31/3/18	Hidasie Telecom S.C	Human Resource expert	Telecom	5 month	
1/4/18-7/4/20	Hidasie Telecom S.C	Organizational development expert	Telecom	2 years	
8/4/20-11/8/21	Hidasie Telecom S.C	Organizational development section head	Telecom	1 year 4 month	
12/8/21-13/7/22	Hidasie Telecom S.C	Senior organizational development expert	Telecom	11 month	
14/7/22-22/8/23	Hidasie Telecom S.C	Human resource admin manager	Telecom	1 year 1 month	
23/7/13-9/10/16-	Berhanena Selam printing Enterprise	Human Resource expert	manufacturing	3 years 2 month	
11/10/09-15/4/13	A/A city Admin Gulele sub city	HR Officer	Governmental	3 years 6 month	
Training & certifications, that helps for the position you are computing (more than 8:00 hours)					
#	training title & type	Institution & organizer	duration	achievement	
1	Organizational Communication		3 day	Certificate	
2	Labor law implementation		2 days	Certificate	
3	The art & science of team building		2 days	Certificate	
4	Performance management		2 days	Certificate	
	Leadership & Problem Solving		3 days	Certificate	
	Communication skills		3 days	Certificate	
	Emotional intelligence		3 days	Certificate	
Technical skill & competencies helps you to be the fittest for the (applying) position					Rate (C, B & A)

1	Good Management skills. Highly skilled in handling complex situations and good problem solving skills.					A
2	Skilled in preparation of different kind of policies and strategies					A
3	Computer literate					A
4	Leadership and Emotional Intelligence					A
Achieved SIGNIFICANT work (Recognized Professional work) publications if any; (projects, policy, research &)						
1	Preparing HR manuals and procedures, organizational structure adjustment, developing Departmental functional description, staff engagement , culture, staff establishment etc					
2						
References (state your recent 2 reference details):						
#	Full Name	your relation with	Telephone No.	Email address	Present work & address	
1	Ato Animaw Belete	Business(he was My Manager)	09-11067636,	animal.belete@gmail.com	Senior Officer at Hibret Bank	
2	Ato Tesfu Feysa	Business(coworker)	05220505052	tesfu.faysa@gmail.com	Marketing manager at Hidasie Telecom	
3	Ato Wudneh Emshaw	Business(coworker)	0973654595	wudneh12a@gmail.com	Planning, monitoring & evaluation Manager at Hidasie Telecom	
Direction How to Complete:						
Confirmation of statement:						
1	I hereby certify that the statements given above are true and correct to the best of my knowledge and also understand that, if found otherwise, will establish good cause for the company to terminate the contract of employment without notice.					
2	I also authorize the company to contact references/previous employer(s) to investigate that the statements are true and correct. Signed: Applicants Full Name Abiyot Bekele Tadesse Signature					

