



Curriculum Vitae

Personal information

First name(s) / Surname(s) **Alem Kalayu Berhe**
Address Kebele 02 Kirkos Sub City, H.no 301/10
Addis Ababa (Ethiopia)
Mobile +251 912 27 82 18
+251 914 76 13 06
E-mail(s) selamta27@gmail.com, alem_ka27@yahoo.com.com
Nationality Ethiopian
Date of birth 11 February 1989
Gender Male

Desired employment / Occupational field **Management/ Marketing Department / Business Administrator / Database Administrator or/and System Administrator**

Work experience

Dates **(1)** 8 October 2008 – 08 July 2010, **(2)** 1 June 2010 – 11 December 2010, and **(3)** 07 February 2011 – current day
Occupation or position held **(1)** Translator and Computer Maintenance, **(2)** Sales representative, and **(3)** Marketing head and distribution officer,
Main activities and responsibilities **(1)** Translating documents from Amharic to English, tigrigna to English and vice versa and maintaining computers **(2)** Selling shares of a bank, and **(3)** Plans, controls, coordinates marketing department and perform sales and distribution activities
Name and address of employer **(1)** Piazza Translation and Secretarial Service. lideta, 0911402410 Addis Ababa (Ethiopia), **(2)** Enat Bank Share company. Bole sub city 614531 Addis Ababa (Ethiopia) and **(3)** Fanous Meditech plc 158833 Addis Ababa (Ethiopia).

Education and training

Dates 22 July 2010, 23 Sept 2008 up to current date and October 24-26, 2010
Title of qualification awarded **BSc. Degree in Business Administration And Information Systems, BSc. Degree in Marketing Management and Effective sales training**
Principal subjects / occupational skills covered Management, Introduction To Computing, Programming 1, Principle Of Marketing, Mathematics For Management, Managerial Statistics, Business Research

Method, Human Resource Management, Database Management System 1, Computer Networking 1, Database Management System 2, Information System Analysis & Design, Material Management , And sales training.

N.B: I am still learning in St. Marry university collage and left with only two courses to earn my BSc. Degree in Marketing management.

Name of organization providing education and training

Addis Ababa University Collage of Commerce: Addis Ababa 518020/23 (Ethiopia), St. Marry University Collage: Addis Ababa 5514082/83 (Ethiopia) and Ethiopian Red Cross Training Center Addis Ababa, Ethiopia

Personal skills and competences

Mother tongue(s)

Tigrigna

Other language(s)

Self-assessment
European level ()*

Amharic

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

Social skills and competences

Team work, Intercultural skills and Communication skills

Organizational skills

I have worked as sales agent and computer maintenance

Computer skills and competences

Programming languages:

C, C++, C#, JAVA, Visual Basic, HTML

Platforms:

Windows 95/98/NT/ Xp, Vista, Windows 7, Linux, Mac OS

Tools:

Visual Studio

Database management systems:

MySQL, Oracle, MS Sql Server

Others:

MS Office Windows ,System Administration, Networking ,windows server 2000 &2003,

PC hardware and software Maintenance and Troubleshooting, Computer graphics Programming

References:

1) Instructor Fikreyohannes Lemma Head Department of Information system, AAUCC

Mobile: +251 911 61 15 61

2) Dr. Getachew Tsegaye, General manager of Piazza Translation And

Additional information

Secretarial Service

Email: gechgola@gmail.com

Mobile:+251 911 40 24 10

3) Mr. Shimelis Abebe Head Department of business Administration I

Mobile:+251 115 51 80 20

N.B: Copy of my certification of graduation, letter of recommendation, certification of training

and work experience are attached on the back of this CV.