**CURRICULUM VITAE**

1. **PERSONAL DATA:**

Full Name: TEKA TIKESSA CHUKELA

Telephone Mobile: +251928042751/+251949822595

Email: tekatikessa2014@gmail.com

Marital Status: Married

Date of Birth: 29/ January/1987

Gender: Male

Country of Origin: Ethiopia

Present Nationality: Ethiopian

**Languages and Fluency Level**: Good writing and verbal communication skills in English, Afaan Oromo and Amharic

1. **EDUCATION:**

* **Diploma,**Cooperative,organization,management and marketing,Agarfa ATVET Bale Robe, 9/2006 to 7/2009
* **BA,**Accounting Rift Valley University Asella Campus 9/2013 to 8/2015
* **MBA General, Dilla University 30/06/2022**

1. **WORK EXPRIENCE:**

* **Zonal Program Finance Officer at Fred Hollows Foundation at West Arsi Zone from April 27,2020- Present**

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| * Participate in project planning, partnership development and monitoring and evaluation activities. * Review vouchers and invoices and monitor payment requests and disbursements on project activities assigned. * Provide support in maintaining accurate filing project financial information. * Maintains accounts payables and receivables to ensure complete and accurate records of funds. * Review financial documents at Zonal/Woreda level for compliance with different requirements. * Coordinates and assists with the financial management of sub grants (e.g., funding, expenditure, budget adjustments, spending down etc.) for purposes of complying with all program and guidelines of awarding organizations. * Coordinates post award grant processes (e.g., evaluations, budget, finance, reports, retention of records, etc.) and prepares budget reports for funds, account reconciliations, identifies and resolves discrepancies. * Monitors budget expenditures, grant spend down, progression of grants with respect to invoicing milestones. * Troubleshoot problems as necessary and work to resolve payment delays making sure all invoices are billed accordingly and accurately. * Financial report preparation and drafting. * Follows unused fund balance reimbursement to FHF bank account. * Support in the preparation of project payments and transfers from zones to districts. * Supports zonal BOFEC in preparation of payments and donor reports * Preparation of required correspondence. * Follow up the progress reports and prepares |

* **Admin and Finance Assistant at Christian Aid Ethiopia at Konso Field Office from October 2019- April 24,2020**
* Assist in the preparation of travel authorizations and advise on allowances for staff members leaving on duty travel.
* Follow-up the operational and travel advance to the staff
* Assist in maintaining the administrative/HR records and procedures in the sub-office.
* Monitor office/equipment maintenance, utilities and their invoicing. Monitor’s stock of office supplies and orders / requests replenishments when required;
* **Finance and Admin Assistant at Brooke Hospital for Animal (UK) at SNNPR-Gedab project office from Dec.10/2018-Septmber 30,2019**
* Process operations / accounting returns on Personal Computer.
* Prepare travel authorizations and advises on allowances for staff members leaving on duty travel.
* Maintain attendance records and control Staff Annual Leaves.
* Monitor office/equipment maintenance, utilities and their invoicing. Monitors stock of office supplies and orders / requests replenishments when required.
* **Finance Assistant MSF Gedio and West Guji emergency project September 24,201 31Nov,2018** ·
* Establish and maintain cash controls.
* Monitor cash reserves and investments.
* Prepare monthly cash requests and prepare weekly cash reports.
* Carry out cash transactions.
* Cash Book registry update on a daily basis, and cash count on a weekly, and monthly basis with the Area Manager.
* **Cooperative and Marketing Officer,Ethiowetlands and Natural Resource Association Abaya Gelana Project office funded by MfM CH entitled project “A Richer Life Action to Reduce Out Migration”March 13,2016 to September,2018**
* Facilitate the establishment of cooperative societies
* Follow up the existing cooperative socities
* Under take capacity building activities/trainings for cooperative societies.
* Study marketing challenges within the project intervention localities.
* Follow up the beneficiaries of the registration procedure;
* Provide input and up-date beneficiary data on loan basis for cooperatives;
* Training of micro enterprise members, seed capital provision.
* Establish and Support grinding mills groups
* Strengthen the already established market centres
* **Finance and Adminstration Officer, August 18, 2014 – April 12, 2016: *Women and Health Alliance International, Arsi,* Assella project office**
* Processing contract requests, drawing up contracts and having them approved
* Welcoming newly hired personnel, presenting them with their employment contracts and the internal regulations
* Compiling and updating individual employee files
* Creating a salary form, entering the necessary information and keeping it updated
* Photocopy/Scan all the invoices;
* File the originals according to budget (contract) and budget line;
* Check that all the invoices are present for each budget line and each contract;
* File everything very conscientiously;
* Filing the accounting documents
* **Junior Credit Officer,Wasasa Microfinance Institution Asella branch December 15,2011 to February 28,2014.**
* Preparing loan repayment schedule for clients montly,annually,biweekely,
* Preparing the pass book for clients
* Attending client’s meetings and assist with determination of loan requirements and preliminary schedules
* Chairing site meetings and distribute minutes to all clients team members
* Ensuring the quality of work in reference to the plan/proposal.
* Reviewing field activity reports from clients team leader members and compile/ report on monthly bases.
* Ensuring proper documentation of their balance and implementation/activities, achievements, best practices, challenges encountered and solutions
* Facilitating monitoring and evaluation of the clients by external body, as required
* **Credit Officer March 2014 –September 2014: *Wasasa Micro Finance Share Company, Assella branch***
* Participating in the development of Urban credit,maltbarley seed and fertilizer providing and Saving Mobilizer in line with the organization’s mission and strategic objectives
* Developing communications materials to increase the visibility of the organization
* Establishing partnership and networking with like-minded institutions to promote collaborative work
* **Cooperative Organizer September, 2009-December 2011**

South West Shewa zone, Oromia Regional state Cooperative Berauo

* Organizing cooperative Society
* Facilating cooperative society by connecting with marketing and other infrastructures • Keeping the cooperative accounting system

1. **TRAINING AND PROFESSIONAL DEVELOPMENT:**

* ***Peachtree Accounting Application*** Asella Cyber Net Information and Communication Technology training center from April 10,2016-July 10,2016
* ***Geographic Information System (GIS)***Application,Guangua Township,Abbaya Woreda,West Guji Zone from December 19-23,2016
* ***Participatory Rural Appraisal (PRA)Tools***,Guangua Township,Abbaya Woreda,West Guji Zone Oromia November 19,2017
* ***Disaster Risk Management (DRM)***, Dilla Township,GedeoZone,SNNP Region
* ***Sun System training*** at Addis Abeba,Brooke Hospital for Animal from Dec.11-13/2018
* International Public Sector Accounting Standards(IPSAS)***International Public Sector Accounting Standards (IPSAS***) at Addis Ababa University from August 17, to August 30,2021 in Addis Ababa,Ethiopia

1. ***Reference***
2. ***Ato Taye Eshetu,EWNRA Project Coordinator***

***Email: tayyisha@yahoo.com***

***Phone number: +251911751451***

1. ***Ato Wakuma Bayeta, WMFI Marketing Department Head Email:*** [***wakumabayeta@gmail.com***](mailto:wakumabayeta@gmail.com)

***Phone Number: +251924152844***

1. **Mustefa Geleto -The Fred Hollow Foundation, Zonal Program Advisor**

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