

## **SURAFEL JENEBRU GEMECHU**

**ADDRESS:** Addis Ababa Gulele sub city Six kilo vicinity

**Mobile:** 0910788791

**Email:** surafeljen2014@gmail.com

### **SUMMARY**

Certified in accounting and finance, with total of 8 years experience related to my field, especially well versed in finance, administrative and management sector.

04/2020 – 04/2022

### **WORK EXPERIENCE**

#### **Project manager, IE Network solution PLC**

Responsibilities:

- Creating long- and short-term plans, including setting targets for milestones and adhering to deadlines;
- Delegating tasks on the project to employees best positioned to complete them;
- Making effective decisions when presented with multiple options for how to progress with the project;
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy;
- Communicating with executives or the board to keep the project aligned with their goals;
- Performing quality control on the project throughout development to maintain the standards expected;
- Adjusting schedules and targets on the project as needs or financing for the project change.

04/2018 – 04/2020

#### **Finance head, National Engineers PLC**

Responsibilities:

- Plans, organizes, coordinates and controls the overall financial activity of the company;
- Initiates, and recommends objectives, plans and policies for accounting, budgeting and costing;
- Makes the company's financial reporting method more conventional, timely, accurate, complete and transparent;
- Monitors and adjusts activities, resources and plans by meeting with clients, project management group, key workers and stakeholders;
- Maintains sound relations with banks, financial and other institutions.

5/ 2017 – 11/2017

#### **Senior accountant, Schechter Yosef Flower Farm**

Responsibility:

- Recommend ways to reduce costs and enhance revenue.
- Prepare documentation for External Auditors.
- Analyze financial statements for discrepancies and alert

the CFO if necessary.

- Reconcile accounts monthly to ensure accurate reporting and ledger maintenance.
- Delegate financial responsibilities to the accounting team.

10/2014-11/2016

**Senior customer service officer, Commercial Bank of Ethiopia**

Responsibility:

- Respond to all request from customers and give them the right answers and directions;
- Give accurate direction and support to team leaders;
- Make use of proven business techniques and recommend better strategies that will yield better results;
- Use expertise to build strong healthy relationships with clients, convince them of all benefits of doing business with the organization;
- Serves as mediator between customers and clients in cases of disputes which may arise in the course of business transactions.

02/2013-09/2014

**Intern, Mekedonia Charity Association**

Responsibility:

- Assist in coordination in the accounting and financial practice within the organization; for timely execution and control of financial reports, audit and all service contracts; in reviewing requests and for payment document and ensure the adequacy and sufficiency of supporting documents before payment is made

**EDUCATION**

2012-2014

**Bachelor Degree of Accounting and finance, Adama science and technology university**

**ADDITIONAL SKILLS**

- Microsoft Office package: Microsoft Word, Excel, Access, Power point Peachtree and Internet service related applications.
- Project management, Strong decision maker, Complex problem solver, Creative design, Innovative and Service-focused.
- Language: fluent in Amharic and English.

**REFERENCES**

Solomon Birhanu, immediate supervisor in IE Network solution plc, 0920222102  
Abrham Alemayehu, General Manager in National Engineers plc, 0911202301  
Meseret Samuel, A/Manager in Commercial Bank of Ethiopia Head office, 0921445178