**CURRICULUM VITAE / RESUME**

**Address**

Name: Tedla Mohammed

Birth date 13thAugust 1978

Birth place Assab, Ethiopia

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Addis Ababa, Ethiopia

Nationality: - Ethiopian

Sex: - Male

Marital status: - Single

Language: - Amharic, English, Tigrigna

**EDUCATION**

**2001**

B.A Degree in Political Science and International Relation from Addis Ababa University

MBS under studying from UNICAF Distance Learning University-UK

**WORK EXPERIENCE**

1. **Verdant Consults,US based consulting firm**

**Business Development Expert**

1. **Lesan ,German translation firm**

**Sales Representative at Global Translation Company**

1. **Smart Management Services/SMS/**

**Director, Business Development and Marketing**

As the Director of Business Development & Product Marketing, the person will be accountable for increasing revenue by establishing, identifying and executing new products and services, with an emphasis on international/off shore growth. This position will lead teams focused on product marketing/development and inside sales. As a key member of the sales management team, you will have both direct and indirect goals around revenue and SMART growth. 

**Responsibilities and Duties of Director, Business Development & Marketing**

* Identify new products and services to fuel growth and generate additional revenues for the organization
* Lead external business development and tactics
* Work with sales to develop an overall business development plan and maximize opportunities to generate sales activity with customers, and partners
* Identify business development opportunities, coordinate sales and operations teams to drive such opportunities from concept to execution
* Perform as the sales leader , represent upper management and communicate direction to sales team
* Directly supervise product marketing and Inside Sales teams
* Understand the company`s makeup and business activity; maintain current knowledge of the competition and their locations, scope of service, pricing actions and competitive strengths and weaknesses
* Train, teach, coach and mentor sales team with tailored development plans; retain experienced and effective account executives; develop individual territory goals and quotas for each member of the team
* Develop and maintain customer relationships to discover specific needs and behaviors of key decision makers appropriate to revenue volume, potential, profitability and the buyer behavior of each customer account
* Review weekly, monthly and quarterly sales objectives and results for target accounts and prepare action plans where improvement is needed
* Prepare business plans and budgets for new projects
* Revise and manage annual business plans and budget
* Identify, recruit and lead a team to execute business plans
* Develop training pans and performance improvement plans for business and sales personnel
* Coordinate meetings, calls and communications between management and clients
* Analyze market trends and customer needs to identify new business development opportunities
* Keep regular contacts with past, existing and new clients
* Build strong relationship with customers
* Coordinate with marketing corporate team to develop sales strategies
* Develop business presentations and proposals for clients
* Inform clients about company`s new products and price development details on regular basis
* Participate in industry and sales meetings
* Evaluate the effectiveness of business plan, sales strategy and public relation
* Attend trade shows, industry associations, job fairs to improve company`s visibility
* Build internal and external relationships

1. **Ethiopian Red Cross Society /ERCS/**

**October 2018-February 2019**

**Protocol Officer**

* Timely and proactive management of ERCS protocol matters under direction of the protocol manager including national and foreign based staff arrival and departure processes, accreditation, visas, taxation concession, exemptions, airport passes
* Prepare correspondence and liaise with the ministry of foreign affair, government agencies and embassies on other matters
* Develop and maintain a network of contacts in government and diplomatic network to facilitate protocol and other matters
* Arrange appointment of staff and prepare visit programs including logistical arrangements’ for official visitors
* network to facilitate protocol and other work
* liaise as necessary with staff and colleagues in Finance; Arranging payments which may include booking through external websites and negotiating and booking with hotels;
* Co-ordinates group tours of Administrative and Finance support.
* Manage ERCS financial software for accommodation, travel and other payments for all meetings;
* manage, plan, coordinate and execute all aspects of protocol support for senior leadership, project beneficiaries and their distinguished guests/visitors
* develop and maintain reliable sources of information from government, interest groups and other organizations that provide timely and accurate data on political, economic, and social developments
* Provide administrative and research support for the senior leadership which includes maintaining records and filing of important reference documents of high confidentiality. In addition able to formulate, develop and implement protocol policies, strategy goals, objectives and programs for the team
* Develop and maintain a current mailing list of key contacts with appropriate bios and background. Contact government officials to arrange meetings or obtain information on current or future programs .Assist in writing journal articles and book chapters
* Provide support in project administration and management and where appropriate take on stand-alone projects.
* Plan, coordinate and execute high-level foreign and domestic visits/functions, ceremonies and special events hosted by the senior leadership. This will include logistic coordination through advance market research to identify potential site locations, facility selections, gift exchanges, invitations, seating arrangements, press coverage arrangements, etc.
* arrange corporate travel and meetings by developing agendas; scheduling and booking transportation; arranging lodging and meeting accommodations
* Direct and oversee the logistics activities of the transport function necessary for the provision of optimum transportation for all company requirements. I also identify all company requirements and prepare logistical specifications of various road transport and air travel services required for the execution of company objectives. In addition I also negotiate and liaise with external travel agents and suppliers, responsibility for updating travel including preparing financial discharges for payments;

1. **Walta Mothers and Children Health Care Organization(WMCHCO),local NGO**

**June 2015- September 2018**

**Program Director**

* Lead project and program management and oversight
* Design, manage and lead clearly defined projects, policy issues & technical processes
* Continually monitor and assess projects
* Facilitate trainings, coordination of meetings and workshops

1. **Foundation Africa, Dutch Intercountry adoption agency**

**May 2012-April 2015**

**Project Officer**

* Provide phasing and scheduling of projects
* Assist with documentation of best practices
* Participate in development of special projects regarding program activities
* Prepare pro request for goods/services that require prior funding agency approvals
* Write and review quarterly report activities
* Assist technical support to the country representative
* Assist with human resource issues
* Review activities for compliance with organization policies and procedures
* Participate in the development and issuance of project procedures and policies
* Coordinate and participate in the preparation of annual and other budget reviews
* Issues field memorandum and directives and submit the written memorandum and directives of the country representative
* Forward project ideas and write project proposals
* Follow all the appraisal processes of the project and follow the agreement procedures with close and intensive check of the agreement

**4. KidaneMihret Students` Self Help Association/KIMSA/**

**June 2009-Auguest 2011**

**Project officer**

* Render professional service specifying on project management resource mobilization, organization restructuring and other service to the organization

1. **Amhara Development Association/ADA/**

**October 2007-May 2009**

**Fund Raising Officer**

* Assist in aggressive fund raising advocacy and promotion through lobbying, networking and communicating with the donor communities and secure fund within a short possible period of time to relieve the organization of funding constraints.

***Specific Tasks***

* Assist, advice and scale up the means of fund raising modalities by improvising different workable mechanisms.
* Establish long term commitments/strategic partnership with potential donors.
* Take an active role in improving the quality and regularity of “donor updates” and “donor reports”
* Introduce ADA`s profile to different organizations, and contact and negotiate with important donor communities and partners to discuss the best way of doing business with them
* Conduct partner’s search and participate/liaise in membership dialogue
* Participate in the organization of exposure tours of celebrities, journalists, funding personalities (private sector) or agencies.
* Use fast track method in the identification of donors, donor interests and donor geographical focus,
* Make daily search of “call for proposals” from the web site and strategize approaches through discussion with FRC.
* Be instrumental in forging partnership with both local and international NGOs.
* Make an aggressive campaign and raise funds within a short time as possible as a breech-head to personal achievement in fund raising.
* Write reports and other assignments for donors and government offices
* Develop profile, brochures, information sheets and posters, project proposal and concept notes

1. **Hope for Rural Children and Orphans /HORCO/**

**September 2003 October2007**

**Project Officer**

* Plan, organize, coordinate, control and evaluate the organization overall projects
* Recruit, deploy, manage and evaluate performance of personnel
* Liaison the organization with external and internal donor agencies
* Organize and conduct staff trainings ¬ Socio-economic study for the project planned
* Preparation of monthly, quarterly and annual progress reports ¬ Frequent field visiting and evaluation of work progress

1. **Diversified Technologies**

**January 2002-June 2003**

**(Research-Analyst)**

Collecting of data’s Working preliminary analysis of the data Carrying out research into possible opportunities for new products to the Ethiopian market Exploring and advising on business aspects of working in Ethiopia especially relating to standards, legal situation and administration

**TRAININGS**

* Participated in the short-term training in HIV/AIDS Mainstreaming organized by HIV/AIDS prevention and control office (HAPCO) in collaboration with UNDP-Ethiopia and Action-Aid Ethiopia
* May 25th, 2004 Participated in training on Leadership and Management organized for staff members of Child Focused Organizations organized by OVC network-Jerusalem children and community development organization/JeCCDO/
* June 2nd 2004 Participated on training of leadership and Management organized by forum on Street Children-Ethiopia
* December 2015 PATA Summit held from December 7-10 at Nairobi, Kenya

**Achievements**

* Master of Business on Street/MBS/ certificate from American based organization named Interweave Solutions Inc.
* Titled successful ambassador for Interweave Solution Inc.

***Preferred website link****http//www.interweavesolutions.org/countries/Ethiopia/MBSprogram*

**References**

1. **YaredAyele**

Country director

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1. **AddisuAnshebo**

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WMCHCO

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1. **Habtamu Kassa**

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