ALI AYALEW

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SUMMARY

Experienced Human Resource and Administration professional with extensive expertise in organizational planning, employee relations, training and development, and leadership. Proven ability to lead HR functions, manage logistics and finance, and increase business performance. Skilled in communication, decision-making, and multi-tasking under pressure.

EXPERIENCE

Business Owner — JANUARY 2025 — PRESENT

Personal Retail Business

- Managed daily operations of a small retail business
- Handled customer service and supplier negotiations
- Managed cash flow, expenses, and basic bookkeeping
- Increased monthly sales by 30% through customer retention

HR, Admin and Finance Head — SEPTEMBER 09, 2022 — DECEMBER 08, 2024

KELEM ETHIOPIA LOCAL CHARITABLE ORGANIZATION

- Organizational and departmental planning
- Conducted continuing study of all HR policies, programs, and practices
- Led the development of departmental goals, objectives, and systems
- Provided leadership for Human Resources strategic planning
- Established and led recruiting and hiring practices
- Formulated and recommended HR policies related to employee relations and rights
- Prepared project proposals and reports
- Managed administrative activities and ensured accurate data recording
- Handled issues with governmental offices (immigration, labor office)
- Planned and prepared maintenance tasks (preventive and corrective)
- Assisted and coordinated with all business units
- Performed related tasks as assigned by the general manager
- Managed logistics and administration issues
- Participated in finance and budgeting tasks

Sr. Admin & HR Officer — SEPTEMBER 01, 2021 — SEPTEMBER 08, 2022

DEGENET HABESHA CHARITABLE ORGANIZATION

- Organizational and departmental planning
- Conducted continuing study of all HR policies, programs, and practices
- Led development of departmental goals and systems
- Provided leadership for HR strategic planning
- Established and led recruiting and hiring practices
- Formulated and recommended HR policies on employee relations and rights
- Prepared project proposals and reports
- Managed administrative activities

Logistic Admin & HR Manager — OCTOBER 2018 — AUGUST 30, 2021

AGROPIA TRADING PLC

- Organizational and departmental planning

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- Conducted continuing study of all HR policies, programs, and practices
- Led development of departmental goals, objectives, and systems
- Provided leadership for HR strategic planning
- Established and led recruiting and hiring practices
- Formulated and recommended HR policies related to employee relations and rights
- Ensured accurate and timely data recording
- Handled issues with governmental offices (immigration, labor office)
- Planned and prepared maintenance tasks
- Assisted and worked with all business units
- Performed related tasks assigned by general manager
- Managed logistics and administration issues

Human Resource and Facility Officer — OCTOBER 2015 — JUNE 11, 2018

IE NETWORK SOLUTIONS PLC

- Provided support in various HR functions including recruitment, staffing, training, development, performance monitoring, and employee counseling
- Assisted in maintaining accurate job descriptions
- Supported day-to-day HR operations
- Followed up on facility and resource management
- Compiled and updated employee records (hard and soft copies)
- Processed documentation and prepared reports on staffing, recruitment, training, grievances, and evaluations
- Addressed employee HR-related requests, rules, and regulations
- Assisted payroll preparation by providing relevant data (absences, bonuses, leaves)
- Conducted initial orientation for newly hired employees
- Monitored staff performance and attendance
- Provided guidance and recommendations on disciplinary actions
- Coordinated staff recruitment and selection process
- Provided information and assistance on HR and work-related issues

Jr. Auditor — JUNE 2014 — AUGUST 2015

WERIELU WOREDA COOPERATIVE OFFICE

Jr. Planning Officer — SEPTEMBER 2013 — JUNE 2014

WERIELU WOREDA CIVIL SERVICE BUREAU

EDUCATION

BA Degree in Business Management

Wollo University

SKILLS

Communication Skills

Effective oral and written communication, presentations, interviews, conflict resolution, policy handbook and memo writing.

Decision-Making Skills

Making strategic decisions during recruitment and employee management based on intuition, experience, and strategy.

Training and Developmental Skills

Providing employees with training sessions on leadership and management to increase performance and support career growth.

Leadership Skills

Guiding employees and fostering leadership within the organization for positive and productive company success.

Technical Skills

Data analysis, projections, computer proficiency, especially in Microsoft Office and database management.

Multi-tasking Skills

Ability to remain calm and manage multiple tasks under pressure from employee and management concerns.

CERTIFICATIONS

Leadership Development Program

Supervisory Management

Peachtree Accounting

DRIVER LICENSES

Public 1 driving licence