**CV** 

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www.TranslatorsCafe.com / [www.translationdictionary](http://www.translationdictionary) (proZ.com)

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*WORK EXPERIENCES*

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**AMHARIC – ENGLISH – OROMO TRANSLATIONS (1999-ONGOING)**

**Ass. Front Office / Housing (March 2014 to date)**

**Night Manager - Yaya Africa Athletics Village & Resort (2013 – 2014)**

**Sales Agent – Walta Information Centre (2012 -2014)**

**Ass. Night Manager – Global Hotel (2011 – 2013)**

**Front Office Supervisor – Global Hotel (2010 – 2011)**

**Receptionist – Global Hotel (2008-2011)**

**Reception – Ghion National Hotel (2007 -2008)**

**Reception – Itegue Taitu Hotel (2005 – 2007)**

***EDUCATION***

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**Degree of Accounting & Finance – St. Mary’s University (Sep-2014 – ongoing)**

**Level-4 Food and Beverage Service Supervision – CTTI – (Sep 2011 to July 2013)**

**Level-4 Marketing Operations coordination – St. Mary’s University College (2008-2011)**

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***SHORT TERM TRAININGS***

**Front office operation – Ghion International Hotels Training Inst. (2005-2006)**

**Basic computer – Grace Computer training centre (2008)**

**Supervisory Management – Addis Ababa Chamber of Commerce (2012)**

**Supervisory Management - Lucid Consulting (2012)**

**Hospitality service – Ministry of Tourism (2013)**

**Customer Service – Addis Ababa University (2016)**

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***SKILLS***

* **LANGUAGE SKILLS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Understanding** | **Speaking** | **Writing** |
| **English** | **Proficient user** | **Proficient user** | **Proficient user** |
| **Amarigna** | **Proficient user** | **Proficient user** | **Proficient user** |
| **Oromifa** | **Proficient user** | **Proficient user** | **Proficient user** |
| **French** | **Intermediate** | **Intermediate** | **Intermediate** |
| **Arabic** | **Intermediate** | **Intermediate** | **Beginner** |

* **COMPUTER & SOFTWARES SKILLS:**
* **Peachtree Accounting ,**
* **IDS Next ,**
* **C-NET & Cash register**
* **Word , Excel , PowerPoint , Access**
* **OTHER SKILLS :**
* **Driving (Public or Taxi 2 )**
* **Maintenance of Simple Electronic Equipments .**

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***REFERENCES***

1. **Lamessa Bulto - Moblie - 0913259593**
2. **Bantayehu W/Michael – Mobile 00251911650464**
3. **Berhanu Kebede – 0911345235**