

**Lidia Solomon Kebede**

Addis Ababa, Ethiopia

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**OBJECTIVE:-**

I am looking for a career, which would make the best use of my knowledge and experience as well as lead to continuous development of my skills and abilities besides providing a competitive environment which values my performance. In the long run would desire to climb up the career ladder with more responsibilities, which would enable me to take strategic decisions.

**CONSPECTUS: -**

* A well experienced Translator/ Transcriber with over 4 years of Experience both in English to Amharic and Amharic to English Audios and document translations with typing skill of over 60 WPM (Words Per Minute) and Excellent English Grammar accuracy.
* An incisive professional with around 3Years of experience across Retail Sales and operations, enough experience in secretarial and administration works, computer programming and Team management.
* Responsible for Client Communication and accountable for strategic utilization and deployment of available resources to achieve organizational objectives.
* Adroit in formulating innovative work methods.
* An effective communicator with excellent relationship building & interpersonal skills and strong analytical skills.
* Willing to work different schedules/ shifts

**WORK EXPERIENCE: -**

* **YouTube** – ( From Dec 2019 Till Date )

One of My recent areas of work. I own one YouTube channel which focuses mainly on providing different information to my viewers with different play lists of Beauty Tips, Health Tips and How To’s.

***Expert in*** – Video Editing, Preparing very attractive presentations with breathtaking sound effects and animations and Digital marketing.

* **Busaracenter.org – ( From Oct 2017 – Aug 2018) – (Part time) , USA**

**Position** – **Translator/ Transcriber (English to Amharic & Amharic to English)**

**Responsibilities as a Translator/ Transcriber**

* Translate all research audios and documents of the evaluation program of the ATA ( Agricultural Transformation Agency) which was aimed to deeply understand and improve the IVR System or about the Free line Service of 8028.
* Responsible for translating different English Questionnaires into Amharic for further data collection
* **Population Council – (From Jan. 2017 – Aug. 2017) – (Full time) Addis Ababa, Ethiopia**

**Position** – **Translator/ Transcriber (English to Amharic & Amharic to English)**

**Responsibilities as a Translator/ Transcriber**

* Responsible for translating different Audio files which are tape recorded in Amharic into English and write the English Version on Microsoft word as Q & A.
* **New Generation Stationary and Sanitary products Import PLC (From Dec 11, 2015 – Feb 08, 2018 ) – Addis Ababa – Ethiopia**

**Position – General Manager /Personal Business**

**Responsibilities as a General Manager:-**

* Responsible to import all the required products for the PLC and distribute to our customers/stakeholders.
* Responsible to handle the logistic system.
* Train other employees of the company about the core principles of the industry and how they can be able to win different bids.
* **Splash Fashions – Landmark Group LLC. (From APR , 2011 – Jan 2014) - Dubai - UAE**

**Position** - **Senior Sales Associate and Head Cashier**

**Responsibilities as a Senior Sales Associate: -**

* Responsible for the sale of financial products to achieve monthly target.
* Build Relationship with new / high value clients for ensuring business retention/growth
* Deliver quality services to the clients for achieving a high customer satisfaction index and enhancing customer flow
* Maintain sale standard and replenishment of stock each business day
* Acknowledge customers about products
* Visual Merchandizing
* Ensuring Fitting Room Feedbacks are sent to the Quality Control Team each week.
* Responsible to be aware about the daily, monthly and quarterly budget and quantity budget
* Responsible to increase ATV (Average Transaction Value)

**Achievements:-**

* Best Certified branch clearing satisfactorily clearance of Audit team in each month
* Best performance in getting customer feedback for quality service at different times
* Awarded for “Employee of the month” program for excellent job routine
* Verbal appreciation from new / mutual customers
* 4 times Certified branch for achieving the best ATV of the month
* Certified by the CEO of the Company for the best “Store of the Year 2012”

**Responsibilities as a Head Cashier: -**

* Responsible to do main cashiers duty
* Greet , Approach and Parsing Salutation (GAP)
* Make sure customers are not standing in long queues
* Make sure shopping bags, POS Rolls and other counter requirements are available at all times
* Responsible to do the Day End Reports of all tills ,Credit Card Settlements and Gift Vouchers
* Accountable for doing banking each day and Foreign Currency Exchanges
* Ensuring DSS Reports are done each day and given for Management for approval
* Responsible to update every cash related document and check lists every day and ensure store gets 100% in Cash Audit.
* Authorized to Train staffs about the ORPOS system.

**Achievements:-**

* 5 Consecutive times 100% Audit in Cash after my joining as a Head Cashier
* Awarded by Store Manager with Recognition cards for performance in cash handling
* Given a Band - 3 ( B-3) promotion for performance throughout the year
* Continuous Performance throughout the year to maintain the banking image and inspire sales and services culture within the team
* Consistent performance in accuracy of cash management
* Perfection in cash system handling by trainee staffs and turned 3 staffs from being back- up cashiers to being Main Cashiers full time.
* **Alexis Consultancy PLC. (From Dec, 2009 to Dec, 2010) – Addis Ababa, Ethiopia**

**Position – Software Engineer**

**Responsibilities: -**

* Responsible to do the Software Specification requirement of the Ethiopian Federal and Anti-Corruption Commission (EFACC) and to change the manual working procedure of the company into a computerized and automated system.
* Ensuring all manual working user interfaces were changed into automated scheme and physical delivery of documents were no longer in use with the help of internet connection despite some exceptional manual document deliveries.
* Accountable to attending meetings with the High / Middle IT people of the company and ensure User Friendly software was developed.
* Build relationship with different offices of the company like HR , Finance and the like and having interviews with authorized managers to get information about the manual system.
* Ensuring the software design itinerary was time and cost effective.
* Responsible for handing over the software system specification document and starting the software and database design after approval
* Designing database depending on the system specification document using MYSQL
* User Interface design using Visual C- Sharp Express Edition 2005.
* Connecting User Interface with database
* Responsible for making one user friendly software at the end and handing over for EFACC for trial and approval afterwards.
* Ensuring the commission is using the software easily and offering maintenance as per required and give supervision and training for all authorized managements and staffs.

**Achievements:-**

* System Specification document was approved with excellence and Alexis consultancy was chosen to do the Software from other competitors.
* Software developed is in use up to date by the Commission with further developments
* Alexis was chosen for another auction to develop another software with big recommendation from EFACC
* Continuous Performance throughout the year to maintain the company’s image and different offers from different companies to attend an auction
* **Population Council (From Feb , 2009 to Dec , 2009) – Addis Ababa, Ethiopia**

**Position – Transcriber /Translator**

**Responsibilities: -**

* Analyze Amharic versions of interviews tape recorded and collected from different rural and urban areas of Ethiopia and translate them into English so that researchers (based in USA) can understand and use the document as an input. ( research was based on HIV/AIDS and Female Genital Mutilation (FGM))
* Type interviews in Microsoft Word as Q and A easy to understand.
* Submit at least 20 pages each day or finish one tape
* Responsible to type other documents of the company in case tapes didn’t arrive in time from main research zones.
* Print and send document for approval to CEO of the company and summarize afterwards

**Achievement:-**

* Awarded certificate for providing excellent quality translated document from the Research company based in USA
* **Spa Service Enterprise (From Aug , 2008 to Feb , 2009) – Addis Ababa, Ethiopia**

**Position – Secretary and PA**

**Responsibilities: -**

* Prepared, managed and organized meetings, conferences, travel arrangements and expense reports.
* Maintained office scheduling and event calendars as per the manager
* Composed, typed and distributed meeting agendas and minutes, routine correspondence and reports.
* Set up and handled incoming mail and office filling systems.
* Collected and coordinated the flow of internal and external information
* Managed office equipment and office space

**Achievements:-**

* Learnt to operate new office technologies as they were launched and implemented
* Promoted to supervise other secretarial/clerical staff since having better knowledge about computers
* Given opportunity to train other staffs about basic computer maintenance and software usage only after 3 months of joining.
* Responsible to provide trainings and orientation to new employees and interns.
* **Worked as an English Instructor in TK-English Training Center for 6 month as a part –time job.**

**ACADEMICS: -**

* **Bachelor of Science in Computer Science and Engineering (BSC – Computer Science)**

FROM BAHIRDAR UNIVERSITY, Bahirdar - Ethiopia in 2008

* **Awarded High School Diploma (Diploma in Natural Sciences)**

FROM AKAKI ADVENTIST HIGH SCHOOL, Addis Ababa - Ethiopia in 2005

**OTHER QUALIFICATIONS**

* Advanced in Data Entry
* Typing skills (able to type 60 WPM)
* Teaching
* Video Editing

**COMPUTER SKILLS: -**

* Basic computer maintenance and software development using Visual Basic , HTML(Hypertext Markup language ) , SQL Server 2003 /MySQL, C++,Visual C-Sharp 2005 Express Edition )
* Browsing on the net
* Installation of different SWs including latest anti-viruses
* Proficient with all Microsoft tools i.e. Word, Excel, Access, PowerPoint, etc.
* Having high level (proficient) skills in English spelling and grammar

**PERSONAL DETAILS: -**

Name: - LIDIA SOLOMON KEBEDE

Date of Birth: - 17/09/1987

Place of Birth: - Addis Ababa, Ethiopia

Sex: - Female

Nationality: - Ethiopian

Marital Status: - Married

Language ability – English (Fluent), Amharic (Mother- Tongue), Arabic (Beginner)

***References – Upon Request***