**CURICULUM VITAE (CV)**

 Personal background

Name: Wagnachew Teklie

Nationality: Ethiopian

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Education

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| --- | --- | --- | --- | --- |
| S.N | Qualification | Award | College/University | Year |
| 1 | Management | Degree | Rift Valley University | 2019 |
| 2 | Automotive | Level IV | Assosa Poly technical College | 2017 |
| 3 | Human Resource Management | Diploma | Admas University college | 2011 |
| 4 | Computer | Certificate | Africa Café | 2006 |

Language skill

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| --- | --- | --- | --- |
| S.N | Language | Spoken | Written |
| 1 | Amharic | Fluent | Fluent |
| 2 | Tigrigna | Fluent | Fluent |
| 3 | English | Fluent | Fluent |
| 4 | Arabic | Intermediate | Basic |

Work Experience

1. **From Apr.2020-Jul.2023 as Driver for Abt Associates Inc.**
* Make sure that the vehicle is kept clean and usable at all times;
* Check oil, fuel, water, tires, brakes & other electrical systems before starting driving the car;
* Responsible for the vehicle assigned and check tools and accessories;
* Make sure to wear seat belt and always make sure that passengers wear seat belt;
* Ensure validity of my driving license;
* Making vehicle service on due time;
* Strictly keep logbooks for the vehicle, register every single trip and keep records of related expenses;
* Meet authorized personnel at airport and provide transport to field;
* And assist in organizing facilities for workshops, seminars and trainings;
* Perform any additional tasks as assigned by manager;
1. **From July 2019-Mar.2020 as Driver on call basis For IOM**

**Major duties**

* Responsible for the day to day maintenance of assigned vehicle, checks oil, water, battery, brakes, tires, etc.;
* Performs minor repairs, service and vehicle arranges for field trip and ensure that the vehicle is kept clean;
* Provide driving service with utmost discipline, observing the driving safety regulation of the IOM and traffic rule;
* Driving office vehicle for the transport of authorized personnel and delivery and collection of documents, mail and other items;
* Meet official personal at airport and facilitate hotel bookings, make flight for staff traveling on official duties;
* And assist in organizing facilities for workshops, seminars and trainings;
* Arrange the periodic maintenance and facilitate any problems needing assistance/repair;
* Ensure that all drivers complete logbooks and other necessary documentation daily;
* Review logbooks including monthly report forms.
1. **From January2018-June 2019 working as Driver in Assosa for GIZ**
* Make sure that the vehicle is kept clean and usable at all times;
* Check oil, fuel, water, tires, brakes & other electrical systems before starting driving the car;
* Responsible for the vehicle assigned and check tools and accessories;
* Make sure to wear seat belt and always make sure that passengers wear seat belt;
* Ensure validity of my driving license;
* Making vehicle service on due time;
* Strictly keep logbooks for the vehicle, register every single trip and keep records of related expenses;
* Meet authorized personnel at airport and provide transport to field;
* And assist in organizing facilities for workshops, seminars and trainings;
* Facilitate administration and financial activities, running cost(30,000.00 birr) and assisting in carrying over effecting payments, transactions activities, when instructed and approved by manager;
* Perform any additional tasks as assigned by manager;

**4. From March 2015-Sep 2017 as Driver and Administration officer in British Council Ethiopia Assosa office**

**A) Administration activities**

* Overseas all administrative system within the project site and provide efficient and effective admin support;
* Facilitate administration and financial activities, running cost(15,000.00 birr) and assisting in carrying over effecting payments, transactions activities, when instructed and approved by manager;
* Facilitates staff movement/travel flight and hotel booking;
* Building a positive relationship with vendors and other regular external company contacts;
* Handle communication including telephone, fax and email;
* Prepares schedule for settlement of water, electricity, broad band, telephone bills and paying timely;
* Assisting in preparing programs for visitors;
* Receives visitors and guests on behalf of the organization and facilitate training session as required;
* Maintain filing and other office system;
* Assist in workshop organization with partner;
* Maintain office environment and stationary supplies with appropriate records;
* Assist in other routine administrative matters;

 **B) Logistics Activities**

* Ensure that the warehouse is clean and secure;
* Supervising the cleanness of office compound and guest house in the field office;
* Follow- up maintenance of the vehicle and generator timely;
* Ensure follow-up the fleet (repairs, maintenance, fuel consumption); of British Council;
* Manage insurance policies and follow-up annual inspection of the vehicles;
* Provide transport service to BC staff and guests as instructed on due time;
* Prepare the drivers schedule in collaboration with the other departments;
* Responsible of the proper filling of the vehicles log book;
* Monitoring and maintaining office supplies inventory;
* All activities will be done according to British council protocols and policies, as assigned;
1. **Driver Activities**
* Responsible for the vehicle assigned and check tools and accessories;
* Make sure that the vehicle is kept clean and usable at all times;
* Check oil, fuel, water, tires, brakes & other electrical systems before starting driving the car;
* Make sure to wear seat belt and always make sure that passengers wear seat belt;
* Ensure validity of my driving license;
* Strictly keep logbooks for the vehicle, register every single trip and keep records of related expenses;
* Meet authorized personnel at airport and provide transport to field;
* And assist in organizing facilities for workshops, seminars and trainings;
* Making vehicle service on due time;
* Perform any additional tasks as assigned by manager;

**5. From May 2013- Jan2015 as Driver in Save the Children international**

**Major duties**

* Responsible for the day to day maintenance of assigned vehicle, checks oil, water, battery, brakes, tires, etc.;
* Performs minor repairs, service and vehicle arranges for field trip and ensure that the vehicle is kept clean;
* Provide driving service with utmost discipline, observing the driving safety regulation of the SCL and traffic rule;
* Driving office vehicle for the transport of authorized personnel and delivery and collection of documents, mail and other items;
* Meet official personal at airport and facilitate hotel bookings, make flight for staff traveling on official duties;
* And assist in organizing facilities for workshops, seminars and trainings;
* Ensure all vehicles in the SCL sub office fleet in very good working condition.
* Arrange the periodic maintenance for the SCL sub office fleet including satellite offices and report and facilitate any problems needing assistance/repair;
* Ensure that all drivers complete logbooks and other necessary documentation daily;
* Review logbooks including those from satellite offices and advice in relation to fuel consumption and completeness of files;

**References**

* JebessaSenbeta Program Manager at British Council

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* Tatek G/ab program manager at save the children international.

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* WalelignWondye, Finnance mentor at British Council

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