

SOLOMON MULUGETA ARGAW

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Adliya, Manama Kingdom of Bahrain



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15-03-2020

Dear Hiring Manager,

I'm applying for available space at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,
Solomon Mulugeta



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CONTACT

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

03/2010 - 08/2010

- **Long run Animal health collage, Bahirdar, Ethiopia**

Lecturer

Gives lecture on microbiology course

02/2011 - 07/2012

- **Mulugeta and sons poultry farms, Harar Ethiopia.**

Consultant and marketing director, Poultry farm expert

Responsible for;

1. Conducted research activities in the far
2. Developing strategies and goals
3. Executing strategic tasks and monitoring outcomes.
4. Managing productivity of the farm
5. Product prising and quality control

02/2013 - 01/2014

- **Equilibrium poultry farms bussiness networking center, Adama Ethiopia.**

Operation and research manager

09/2015 - 09/2016

- **Elfinesh Agonafer animal feed Formulation Company, Adama Ethiopia**

Operation and research manager

Responsibilities include;

1. Ingredient quality assessment
2. Reprogramming formulation according to ingredient quality
3. Evaluating and followup of production of animals.
4. Conducting market research
5. Controlling product quality

08/2016 - 09/2017

- **Selamawit Trading, Manama Bahrain.**

Driver and Marketer

Listening to customer needs.

Help improve sales processes and customer

Delivery products to a places.

◦ **Ethiopian Honorary Consulate in Kingdom of Bahrain**

Office Administration

Responsibilities were to:

1. Assist with drafting and sending out note verbales;
2. Assist with the preparations for seminars and events;
3. Responsible for the logistics during incoming delegations;
4. flight booking, hotel reservations, car rental, etc.
5. Resource Management and other Mission offices, to include directing incoming calls, handling correspondence, filing and e-filing, data entry, scanning, copying, managing chancery access, escorting visitors.
6. Perform general office duties; order supplies; file; mail processing distribution; maintaining records management database systems
7. Perform opening; sorting and distributing incoming correspondence; including faxes emails
8. Responsible for ensuring all transaction documentation is accurate; complete processed in a timely manner
9. Collect all required transaction information from sales
10. Review invoices; reports; memos and correspondence to make sure accounting records documents are accurate
11. Process accounts receivable applications
12. Work with customers and support services to collect; maintain report accurate accounts receivable
13. Complete daily deposits
14. Process all payments in a timely manner
15. Process and track accounts payable invoices vendor applications
16. Process sales documentation in an accurate timely manner.

EDUCATION

2009

◦ **Mekelle University**

Doctor of Veterinary Medicine

2.88

2014

◦ **Rift Valley University Collage**

Masters of Business Administration

Graduate semester Withdrawal

SKILLS

- COMPUTER SOFT SKILLS Microsoft applications:- (MS words, powerpoint, Excel, Linier programing for mixing of a ration) MANAGEMENT INFORMATION SYSTEM: Database management, analysing information for management decition, Internet base marketing and promotion, internet base comunication system.
- Bussiness planing and analysis

ACHIEVEMENTS & AWARDS

- Certificate of Syndromic Surveillance for Livestock Health Training Course. (June 25-26, 2015) From USAID, FARMER-TO-FARMER, Veterinarians without Borders.
- Certificate for Successfully completed the DISC PROFILE ASSESSMENT AND WORKSHOP From the JOHN MAXWELL Team (22/Jun/2019)

- Certificate for successfully completes the training of Trainers on Character & Behavior Change Communication course. From REJOICE ETHIOPIA (13/06/2003-18/07/2003)
- • Achieved high quality animal feeds formulation by designing linear program of a computer.
- • Designed research based bussiness networking model for poultry farmers. • Achieved high production rate with better poultry management system.
- Certificate for Successfully completed an UPPER INTERMEDIATE LEVEL ENGLISH LANGUAGE for Six month training. From OXFORD Foreign Language Academy (28/08/2011 to 28/02/2012)
- Designed modules for Microbiology course of Animal Health collage Advance Diploma students.
- For successful completion of Fundamentals of Business Expansion, Fundamentals of Starting and Running Business. From YALINETWORK Bureau of international information programe US DEPARTMENT OF STATE online program.(September 30/2015.
- Designs data base for data entry and management for Business dicision making.

LANGUAGE

- Language skills : Amharic (native) English: Speaking (Good), Listing (Very Good), Writing (Very Good) Reading (Very Good).
- Amharic: Native

REFERENCE

- **ESKEDAR GIRMAY TWELDAMEDHIN - "Ethiopian Honorary Consulate in Kingdom of Bahrain"**
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- **FREHIWOT FRAOL - "Head to Toe Beauty salon"**
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