BEHAILU GEBREHIWOT



ADMINISTRATION & MANAGEMENT PROFESSIONAL

Mob. 0910089096 | Email: behailug80gmail.com | Ethiopia

PROFESSIONAL PROFILE

Administration and management professional with an MBA and a degree in Management, supported by extensive experience across municipal administration, transport and logistics, employment and training, organizational management, and local administration. Experienced in coordinating teams, managing office functions, supporting institutional operations, and working collaboratively with colleagues and stakeholders. Combines formal management education with broad practical experience in public-sector and organizational administration.

CORE COMPETENCIES

Administration & Office Management	**Team Coordination & Leadership**	**Transport & Logistics Operations**
Employment & Training Coordination	**Organizational & Local Administration**	**Microsoft Office & Internet Research**

PROFESSIONAL EXPERIENCE

Manager — Debre Birhan City Mayor's Office — **01/01/2016 E.C – 2019 E.C**
Managed office-level administrative responsibilities and supported coordination of municipal activities.

Manager — Debre Birhan City Transport & Logistics Office — **01/08/2014 E.C – 30/12/2015 E.C**
Handled management responsibilities within transport and logistics administration and supported operational coordination.

Deputy Head — North Shoa Zone Administration, Prosperity Party Branch — **20/09/2014 E.C – 07/30/2014 E.C**
Served in a deputy leadership role within the zonal branch structure.

Manager — Basona Werana Woreda Party Office — **01/06/2013 E.C – 08/02/2014 E.C**
Managed office responsibilities and supported organizational coordination at woreda level.

Manager — Basona Werana Woreda Job & Training Office — **01/12/2008 E.C – 24/03/2010 E.C**
Managed responsibilities related to employment and training services.

Manager — Asagirt Woreda Party Office — **01/02/2008 E.C – 24/03/2011 E.C**
Managed organizational and administrative responsibilities at woreda level.

Manager — Asagirt Woreda Kebele Administration — **11/12/1999 E.C – 23/03/2011 E.C**
Managed kebele-level administrative responsibilities and supported local service coordination.

EDUCATION

Master of Business Administration (MBA) | Brehan College
Awarded: 29 July 2023 G.C.

Degree in Management | Debre Birhan University
Awarded: 22 January 2021 G.C.

Physical Education / Cosh | Debre Birhan Teachers College
Awarded: 06 July 2006 G.C.

LANGUAGE & DIGITAL SKILLS

Languages	Amharic — fluent oral and written; English — fluent oral and written
Digital Skills	Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet browsing and online research

Work Style	Team collaboration, individual work, coordination with colleagues, and participation in voluntary activities

PERSONAL INFORMATION

Date of Birth: 5 June 1987 G.C. | Place of Birth: Asagirt | Nationality: Ethiopian | Marital Status: Married

References available upon request