



Berhe Kalayu Berhe

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Home: Addis Ababa (Ethiopia)

WORK EXPERIENCE

IT Audit Team Leader

Ethiopian Ministry of Revenue (MOR) [18/07/2023 – Current]

City: Addis Ababa

Country: Ethiopia

- Developing the audit plan, including determining the audit objectives, scope, and criteria with the audit client
- Confirming any requirements for the audit such as PPE (Personal Protective Equipment), transport, access, and resources
- Communicating the audit plan to the audit team as well as the audit client
- Detailing roles and responsibilities of audit team members
- Communicating to the audit team as well as the audit client
- Chairing the opening and closing meetings
- Completing and distributing the audit report
- Examine internal IT controls, evaluate the design and operational effectiveness, determine exposure to risk, and develop remediation strategies.
- Conduct efficient and effective IT audit procedures.
- Communicate complex technical issues in simplified terms to the relevant staff.
- Perform regular audit testing and provide recommendations.
- Provide recommendations and guidance on identified security and control risks.
- Review, evaluate, and test application controls.
- Develop a strong understanding of business and system processes.

IT Support Engineer

Addis Ababa Revenue Bureau [22/05/2018 – 17/07/2023]

City: Addis Ababa

Country: Ethiopia

- Installing and configuring Windows client workstations and Servers.
- Day-to-day management of back-office tasks (network monitoring, anti-virus, deployment, servers, update, and patching).
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Maintain a record of trouble tickets, daily data communication transactions, problems, remedial actions, or installation activities.
- Set up equipment for employee use, perform or ensure proper installation of cables, operating systems, mobile devices, or appropriate software.
- Own issues through resolution, escalating to appropriate support member/team when necessary.
- Follow directives when given by peers and management.
- Work well with geographically diverse teams and users.

Network Administrator

Public Servants' Social Security Agency [23/09/2015 – 21/05/2018]

City: Addis Ababa

Country: Ethiopia

- Installing and configuring network equipment to update or fix hardware or software issues.
- Monitoring computer systems to improve network performance for computer systems and networks.
- Maintaining computer networks and systems including software, VPNs, routers and other physical hardware.
- Ensure network security and connectivity.
- Define network policies and procedures.
- Fully support, configure, maintain, and upgrade corporate networks and active directory users and objects.
- Manage and maintain LAN and WAN networks.

Website Administration

Addis Ababa Sports Commission [08/08/2015 – 22/09/2015]

City: Addis Ababa

Country: Ethiopia

- Monitoring web traffic statistics such as page views, bandwidth consumption, and click-through rates.
- Analyzing data to determine what content should be added to the website to increase traffic or improve conversion rates.
- Coordinating with other members of the team—such as graphic designers or information technology professionals—to ensure that all aspects of the website project are completed on time.
- Designing and developing new website pages based on client requests or company needs.
- Providing customer support through email or phone to answer questions or address concerns.
- Setting up user accounts and providing customer service to customers who use the website.
- Maintaining and updating current content on the website to ensure it is relevant to users' needs.
- Review analytics data to determine which keywords or topics are generating the most interest from users.
- Creating and maintaining databases of customer information and other business records.

IT Teacher

Higher 12 Secondary School [20/02/2014 – 24/08/2015]

City: Addis Ababa

Country: Ethiopia

- Design and deliver engaging lessons, content, and materials, in line with standard curriculums and teaching standards.
- Stay abreast of the latest IT trends.
- Perform regular hardware and software updates on classroom IT devices.
- Conduct baseline assessments and follow up with formal and informal assessments to gauge learners' progress.
- Evaluate student progress and prepare reports for parents and other members of staff.
- Mark students' work, assessments, and tests, providing grades or notes for improvement and ensuring positives are emphasized to encourage learning.
- Communicating with learners, other teaching staff, stakeholders or governors, and parents and caregivers
- Manage student behavior with behavior management plans, keep records of behavior, and monitor progress and signposting to necessary services.

EDUCATION AND TRAINING

BSC Degree in Information Systems

Addis Ababa University [18/10/2010 – 05/07/2014]

City: Addis Ababa

Country: Ethiopia

Website:

www.aau.edu.et

MA in Tax Administration

Ethiopian Civil Service University [01/07/2018 – 12/07/2021]

City: Addis Ababa

Country: Ethiopia

Website: www.ecsu.edu.et

LANGUAGE SKILLS

Mother tongue(s):

Tigrigna

Other language(s):

Amharic

LISTENING C2 **READING** C2 **WRITING** C2

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C2

English

LISTENING C2 **READING** C2 **WRITING** C1

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Core Network Support / WordPress (Full Stack) / Network Maintenance and Troubleshooting / full-stack / Network System Design / Microsoft Office / Network Infrastructure (Advanced) / Python Language - Basic knowledge / Linux (Terminal Commands, Bash/Shell)
