**Curriculum Vita**

PERSONAL INFORMATION

***FULL NAME:***  Mewael Yimesgen Hailegiorgis

***DATE OF BIRTH***: 12 Feb 1977

***Languages: English, Amharic, Tigrinya.***

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ACADEMIC QUALIFICATION

***1994-2002 A.Y.:*** **4 years. in Economics and Finance, University of Asmara, Eritrea**

*2017-2018*: **Community Interpreting certificate, from Liberty Language Services**

*2018-Now*: **Medical Billing and Coding, Ashworth college**

WORK EXPERIENCE

***1996-1997*** INLAND REVENUE DEPARTMENT, Asmara

* Calculate Income from Rental of Houses and Other Equipments
* Verify calculations for payment
* Prepare quarterly, semi-annually and annual report of the department.

***1999-2000*** Gospel Broadcasting Services, Evangelical Lutheran Church of ERITREA, Asmara

* As translator from English to Tigrinya; as well as Producer of the Social Program.

***2002-2003*** Project Officer, Ministry of Health, Debub Zone, MENDEFERA, ERITREA

* *Prepare, monitor and evaluate projects: as well as prepare reports.*
* Alloocate fund from UNFPA to the respective projects of Ministry of Health Debub ZAone.
* Prepare proposals, monitor their implementation as well as reporting on all levels of implementation.

***2003-2004*** Supply Clerk, UN Mission in Ethiopia and Eritrea, Asmara

* Prepare Issue Vouchers.
* Control stock for replenishment
* Procure items if not in stoch and propare PO and Direct Expenditure voucher
* Work as an assistant to the Contract Management Unit withion the section.
* Collect proformas and make bids of items to be purchased and follow all the rules on the database.
* Pepare timely reports .

***2007-2008*** Head of Accounts, Hansenians’ Hospital Asmara

* Control the overall budget of the Hospital and disburse required amont for all specific item codes.
* Prepare budget proposal.
* Work as member of the purchasing committee.
* Prepare Invoices, payrolls and report on monthly basis for the balance of budget and settled and pending( BBF) and other accounts on a monthly basis.
* Settle bank transfer/Check payments for contarctors ,as well as many similar tasks.

***2009-2010 Dec*** Ministry of HEALTH, Finance Section

* Work in different sections as Cash Collector, Data Entry, Reporting offices.

***Jan.2012- March. 2012*** Purchasing Analyst, Azel Pharmaceutical Sh.Co., KEREN, ERITREA

* Analyze on all purchase starting from Requisition.
* Analyze and collect bid documents from different suppliers.
* Make and analyze Specification of goods to be purchased in detail before PO can be issued.
* Contact with Operations and other Managers to make sure that goods to be purchased strictly match the specifications, are not obsolete and maintain their quality AS WELL AS their price for bidding
* Prepare Request for Quotatio,
* Prepare Purchase Order.
* Follow up until Goods Receiving Note is issued. And document all transaction
* Supervise everyday activety, assist in bidget disbursing and payroll as well as others.

***Feb. 2018-April 2018***: Starbucks coffee, BARISTA

***May 2018-July 2018***: Ross Store, LOSS PREVENTION

***October 2018- Now***: Harris Teeter, Cashier, Customer Service Assistant

PUBLICATIONS

1. “The Desert Suitcase”, a novel published by [www.authorhouse.co.uk](http://www.authorhouse.co.uk) .  Available from their bookstore and [www.amazon.com](http://www.amazon.com)
2. Many articles and radio broadcasts in ELCE as well as in local journals.
3. Medium and big translations and voiceover recording projects for www.matinee.co.uk , translationary.com, studi.se, afrolingo.com, wordminds.com, wetranslate.com and other translations through the internet.

***The End***