

## HELEN MEKONNEN

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**OBJECTIVE** | Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**SKILLS & ABILITIES** | I have good verbal communication and writing skills. Mostly be able to read a ruler or scale to assure product meet tolerances. Ability to perform basic problem-solving techniques which are fully defined and available through the supervisor, coworkers and written materials. Excellent proven ability with attention to detail and knowledge of compute basic arithmetic. And finally, I am fast learner and punctual.

## EXPERIENCE

**Company:** Shiger Food Processing , Addis Ababa, Ethiopia

**Title:** Food Processor

**Date:** From 07/16/2017 to 11/03/2017

**Duties:**

- Basic math skills to keep inventory updated and product stocked.
- Update production logs to ensure an accurate product count.
- Produce edible goods on a scheduled timeline to improve productivity times and meet Produce edible goods on a scheduled timeline to improve productivity times and meet inspected by quality assurance personnel.
- Clean and sanitize equipment used during production to have inspected by quality assurance personnel.

**Company:** Yes water PLC, Addis Ababa, Ethiopia

**Title:** Package Handler

**Date:** From 02/21/2018 to to 01/03/2020

**Duties:**

Maintained a professional appearance at all times, delivered all mail in a timely manner

- Lift and slide packages onto conveyer for delivery, loaded packages onto truck for delivery
- Labeled, scanned and weighed packages, unloaded and sorted incoming packages
- Collaborated with team members to organize loads efficiently, maintained a clean and safe working environment

**EDUCATION** | **SCHOOL NAME:** ST BATA HIGH SCHOOL, ADDIS ABABA,  
ETHIOPIA  
**Degree:** High School Diploma