

SELAMAWIT FHILIPPOS

Human Resources & Administrative Professional | Strategic Advisor | Talent Development & Organizational Support

 Addis Ababa, Ethiopia

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PROFESSIONAL SUMMARY

Results-driven Human Resources and Administrative Professional with 5+ years experience across HR administration, recruitment support, employee relations, office operations, training coordination, and procurement. Currently a Strategic Advisor Council Member at Tigray Empowerment Network (TEN) supporting strategic impact architecture and institutional development. Recognized for strong skills in leadership support, stakeholder engagement, organizational coordination, and mission-driven HR systems. Passionate about contributing to people-centered institutions like the African Union.

CORE COMPETENCIES

Human Resources Administration
Employee Relations & Recruitment Support
Talent Development & Training Coordination
Staff Records & Documentation
Administrative & Office Operations
Procurement Coordination
Strategic Planning Support
Stakeholder Engagement
Policy & Compliance Support
Organizational Development
Report Writing & Correspondence
Meeting & Event Coordination

PROFESSIONAL EXPERIENCE

Strategic Advisor Council Member – Tigray Empowerment Network (TEN)

Mar 2026– Present | Remote / Leadership & Community Engagement

Provide strategic advisory support for impact-focused initiatives and organizational planning. Contribute to strategic impact architecture, institutional visibility, and stakeholder engagement.

Support leadership discussions, cross-functional collaboration, and community empowerment strategies.

Assist in alignment of organizational processes with mission-driven goals.

Administrative Officer & Procurement Specialist – Triple Bottom Line Enterprises Consultancy PLC (3BLE)

Oct 2023 – Dec 2024 Addis Ababa, Ethiopia

Lead day-to-day administrative operations, supporting HR documentation, recruitment logistics, and office workflow.

Manage procurement processes including supplier coordination, quotations, purchasing, and delivery follow-up.

Prepare reports, letters, and internal documentation; maintain confidential filing systems.

Coordinate meetings and communicate with internal/external stakeholders.

HR Assistant Manager – KGG Garments PLC

Nov 2017- Apr 2020 Ethiopia

Supported HR functions: employee relations, recruitment, onboarding, attendance, and documentation.

Maintained personnel records, contracts, and HR correspondence.

Coordinated training programs and employee engagement activities.

Assisted in leave administration, policy communication, and HR reporting.

HR Assistant – Hela Indochina (Garments Company)

May 30 2017- Nov 2017 Ethiopia

Assisted HR daily operations, maintained staff records, and supported onboarding.

Organized personnel files and documentation systems.

Marketing Sales Representative – Orxis Enterprise PLC

2016 Ethiopia

Managed client communication and records; strengthened stakeholder engagement skills.

Administrative / Education Support Role – Benevolence International School

2015 Ethiopia

Supported administrative operations, scheduling, and records management.

EDUCATION

Bachelor's Degree in Social Anthropology – University of Gondar Ethiopia 2014.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Konseye Impact Career Mentorship Certification

Artificial Intelligence Certification – ALX

Virtual Assistant Certification – ALX

Venture Capital Analysis / Business Analytics Internship – Externship national group

United People Global (UPG) Champion

TECHNICAL SKILLS

Microsoft Word, Excel, PowerPoint

Google Workspace (Docs, Sheets)

Zoom / Google Meet / Collaboration Tools

Email & Calendar Management

Data Entry & Documentation

LANGUAGES

Amharic – Native / Fluent

English – Professional Working Proficiency

LEADERSHIP & COMMUNITY ENGAGEMENT

Strategic Advisor Council Member, Tigray Empowerment Network (TEN)

Active contributor to strategic discussions, leadership collaboration, and institutional development

Participated in professional development and community-building initiatives.