**CURRICULUM VITAE**

**PERSONAL DETAILS**

**Name:** MOMEN ESSAM MOHAMED AHMED
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**Date of Birth:** 1 July 1991

**Nationality:** Sudanese
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**CAREER OBJECTIVE**

Highly experienced and motivated administration specialist with good experience working in NGOs. Looking for a stimulating role where I can apply my enthusiasm, professionalism and thorough approach to support the work team.

**EDUCATION HISTORY**

Nov 2008 – Sept 2012 National Ribat University, Khartoum-SUDAN
 College of Environmental Studies and Disasters Management
 Department of Organizations Management.

 **B.sc of Organizations Management**

**WORK EXPERIENCE**

**1/
Name of Organization: Almassar Charity Organization for Nomads Development and Environmental Conservation
During Period: October 2015 to Current,
Place: Khartoum.
Position: Administrative officer.
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Responsibilities:**

* Receive supplies arrive and distribute appropriately.
* Manage payments for office utilities and maintain a tracking register to ensure on time payments of the same.
* Maintain a cheque register and ensure suppliers are notified when their payments are ready for collection.
* Oversee utilization of office supplies and ensure replenishment of the same.
* Data entry as and when required.
* Translation of documents from Arabic to English for office use.
* Maintain an up to date accessible filing system for the Operations unit.
* Coordinate interviews and orientation for new staff members.
* Cover HR and Logistics in their absence;
* In collaboration with the Logistics Officer, maintain office inventory and carry out quarterly inventory account.
* Prepare requisitions and liaise with logistics officer.
* Coordinate the repair and maintenance of all organisation's property with the Logistics Officer.
* Assist in procurement activities including bidding and selection of process of vendors.

**2/
Name of Organization: Society of Women Graduates in Gaza Strip.
During Period: February 2015 to September 2015.
Place: Online assignment (Online UN volunteer service).**

**Position: Documents Translator -
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Responsibilities:**

- This assignment for a Society of Women Graduates (SWG) through UN Online volunteering Service to make a translation services for (SWG) from English to Arabic.

- Received documents on weekly basis (Approximately 7 pages each) such as correspondence, activities, reports, draft of projects and other materials.

 -Ensure that the material is clear and consistent, complete and credible, and that text is well written, grammatically correct and accessible.

- The Volunteers receive guidelines from SWG.

- Regular follow up and support be done on their work, Communication is done via email.

**3/
Name of Organization: Mathaba Org. for peace and development - (National NGO).
During Period: June 2013 to January 2015.
Place: Khartoum**

**Position: Administrative Assistant
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Responsibilities:**

- Assist in prepare regular, voluntary and service contracts and submit them to Admin / HR officer.

- Record in-coming and outgoing correspondence and file information.

- Fill employee's monthly time sheets and submit it to Admin / HR Office.

- Review and send weekly attendance summary sheet of the staff and send the to HR Officer.

- Type letters both English and Arabic languages, sending faxes and scan.

- Organize and maintain the office filing system based on MATHABA filing system guide.

- Translate document from Arabic to English and vice versa.

- Maintenance of the office premises, equipment and furniture and systems and procedures such as office security and health and safety.

- Ordering and maintaining general office stationery and supplies and assisting with procurement of other goods and services for the office.

- Ensuring the office computer system functions  well, including, undertaking regular backups, helping staff with the use of software (Microsoft office), and dealing quickly with any computer problems with help from a computer support company where necessary.

**4/
Name of Organization: Islamic Relief World Wide.
During Period: May 2013 to June 2013.**

**Place: Khartoum**

**Position: Volunteer
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Responsibilities summary:**

One voluntary month with Islamic Relief World Wide - Emergency Department, assist them to make Rapid assessment survey and determine the affected area by floods in Khartoum 2013, prepare relief materials, coordination with a local committees to register people of that area and give them cards of receiving relief, write report about progress and final distribution.

**5/
Name of Organization: National Ribat University.
During Period: December 2012 to May 2013.**

**Place: Khartoum.**

**Position: Administrative Assistant
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Responsibilities:**

- Typing and distribute correspondence memos, letters, and forms.

- Provides administrative support to academic departments by providing services of scheduling appointments, preparing for meetings, classified files, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.

- Assists students by providing basic and initial assistance about classes, registration, permissions, etc.

- Supports the work of the departments by purchasing equipments and supplies, maintaining an inventory of office supplies, and utilizing the appropriate process to pay for goods or services purchased by the department.

- Helps to organize and conduct departmental events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservations, and assisting with the event as it occurs.

- Supports the departments by performing all other duties as assigned by the department head.

**6/**

**Name of Organization: Ministry of Foreign Affairs.
During Period: September 2011 to October 2011.
Place: Khartoum**

**Position: Intern
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One month internship period with MOFA (International Organizations Department).
- Office Management -prepare correspondence - provide stationeries, receive and send e-mail, update filing system, use office equipments (scanner, copier) and assist typing reports and letters.

 **Professional Training:**

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* **NGOs Risk managemen**t - International Islamic University of Malaysia.
* **Gender based violence (Human Rights)** – Salmmah Women’s Resource Centre.
* **Monitoring and evaluation** – Red R UK.
* **English Language course** – American Discussion Club.
* **Child Protection workshop** – UNHCR.
* **Course of Principles and Guidelines for UN peacekeeping operations** –
Peace Operation Training Institute.
* **Project Management course** - CAMS Training Institute.
* **Emergency Need Assessment** - Online course (Disasters Ready.org / provide from Catholic Relief Services).
* **Introduction to Fleet Management** - Online Course (Disaster Ready.org / Provide from Fleet Forum).
* **Distribution of Relief Goods** - Online Course ( Disaster Ready.org/ Provide from Cornerstone On Demand Foundation ).
* **Choosing Data Collection Methods** - Online Course ( Disaster Ready.org/

Provide from International Rescue Committee).

* **Introduction to Monitoring and Evaluation** - Arabic - Online Course (

Disaster Ready.org/ Provide from International Rescue Committee).

* **Advance Communication Skills** – Noon Center for Training and Development ( 24

Sept.To 28 Sept. 2018).

* **Recurrent Course ( Ramp Safety – Security – Passengers Handling)** –

Khartoum Academy for Aviation and Technology ( 24 Sept. To 28 Sept.

* 2019)

**Livestock in Emergency Guidelines and Standards** – UN FAO & USAID (31/03- 01/04/2019).

**OTHERR SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
* Microsoft Office Document Imaging and Scanning - Advanced
* Acrobat Reader 6.0 – Intermediate

**Language Skills:**

* Arabic – (Native Tongue)
* English – ( Fluent)
* French - Basic (reading and writing skills)

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team

**REFEREES**

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| --- | --- |
| **1/ Dr. Eltahir Khatir Eishag**Managing Director , Almassar Charity Organization for Nomads Development and Environmental ConservationKhartoum - SUDANPhone: +249 909096166Email: khatir123@gmail.com  | **2/ Dr. Ghada Elhadi Yousif.**Head of Department of Organizations Management.National Ribat University.Khartoum - SUDANPhone: +249 912569485Email: Ghada1173@hotmail.com  |
| **3/ Mr. Ibrahim Mohamed Fadalallah**Managing Director , Mathaba Organization for Peace and DevelopmentKhartoum - SUDANPhone: +249 129059351Email: mathaba.org@gmail.com  |