

Marwa Jassim Mohammed Naji

Personal information

Date of Birth: 3/03/1988

Marital Status: Single

Nationality: Iraqi

Address: Baghdad

Mobile No.: 07702674487

Email: marwanaji01@gmail.com

Education

- **Bachelor's degree:** College of Media at Al-Dijlah College Baghdad
- **Graduation Year:** 2013

Languages

- **Arabic:** Mother language
- **English:** Fluent reading, writing & speaking

Experience

❖ **Admin Assistant with IRC Organization from (Feb/2023) to (Dec/2023) in Baghdad.**

Duties and Responsibilities:-

- Prepare and process all administrative paperwork such as: purchase requests (PR), cash advance requests, liquidations, requests for payments, recruitment requests, letters of understanding, leave of absence forms, travel requests, and travel expense reports.
- Liaise with Finance, Supply Chain, Logistics, and Human Resources on the progress of all the Governance administrative actions and needs to ensure that all the program logistics are carried out on time.
- Submit weekly movement plans to Logistics on behalf of the Governance team.
- Monitor the PR Tracking sheet and make sure all PRs are accurate and completed on time.
- Manage information management and documentation.

❖ **MEAL Assistant with ACTED Organization from (Feb/2022) to (Dec/2022) in Baghdad.**

Duties and Responsibilities:-

- Support MEAL department in designing data collection tools/templates and assist for regular data collection/generation process.
- Organize regular field visits and support AVSI in evaluating any potential adjustment to the project to improve its impact.
- Support in quarterly monitoring and evaluation reports preparation to identify any major challenges and opportunities faced throughout the project activities.
- Develop common indicators for data collection, design data collection tools/templates, and assist for regular data collection/generation process.
- Assist with data collection activities and ensure that data collectors are organized and resourced are allocated as needed, and that they deliver collected data as per field mission plans and according to data quality standards.

❖ **IT Assistant with TDH Organization from (Jun/2019) to (Dec/2021) in Baghdad.**

Duties and Responsibilities:-

- Setup & Maintain the IT equipments for the users and offices within the HUB's AoR (Area of Responsibility).
- Install & Maintain internet connections for the IOM Iraq offices in the HUB.
- Plan the installation, operation and administration of the security of the various system and network components, including access to internet, protection against viruses.
- Provide the user support for the MS windows and MS office, as well as for other programs used in the HUB.
- Analyze computer systems ; recommend new systems and/or enhancement in the functionality of the

existing systems.

- ❖ **BROB 2015 Training Coordinator**
- ❖ **ARD2018HR Coordinator**
- ❖ **Rti 2017Operations Assistant**
- ❖ **Irc22HR Coordinator**
- ❖ **Chf2013/2018Administrative Coordinator**
- ❖ **Vitasiraq2018/2024Administrative Coordinator**

Training &Certificates

- Training on Project Management by USAID.
- Training on TOT by Operation Mercy Org.
- Training on PVE by UNFPA.
- Training on Leader Skills by IOM Org.
- Training on Microsoft Office Programs by USAID.
- Training on kobo by ACTED Org.
- Training on GBV by INTERSOS Org.
- Training on Impact Project by World Vision Org.
- Training on Psychological Support with the INTERSOS Org.
- Course in children's rights in society by the TGH Org.
- Course in Protection by the Seed Foundation.
- Training on CP by TDH Org.
- Training on HR Principles by AHR Company.
- Training on Computer IT by Human Appeal Org.
- Training on FGD Sessions by INTERSOS Org.
- Training on CP & PSEA Policies by INTERSOS Org.

Skills

- Excellent communication skills both in an office environment and with external stakeholders & Presentation skills.
- The ability to work in a team.
- Good experience in teaching, training & data entry
- Strong knowledge of the use of Word, Excel and PowerPoint programs and data entry.
- Previous experience working with the community.
- Good communication skills and experience in participatory methodology.
- Proficient spoken and written English skills.
- Have experience working with children, adolescents, and youth.
- Related experience and data collecting apps (ODK, KOBO, and CTO).
- Work under pressure.
- Have ability to move and travel in all governorates of Iraq.

References

Available upon Request