

MOHAMMED MALAZADA

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OBJECTIVE

Seeking a better opportunity to expand my learning, knowledge, training, and skills.

EDUCATION

Bachelor's Degree in Law

Dijlah University – Erbil, KRI

2009 – 2013

LANGUAGES

- Kurdish Native
- Arabic
- English

TECHNICAL AND IT SKILLS

- Accounting: Excel and QuickBooks
- Content Management System: WordPress
- Data Collection: Kobo Toolbox
- Database Management: Oracle and Access
- Emails Management
- Geographic Information System: ArcGIS
- Microsoft Office
- Monitoring and Evaluation: M&E Toolkit
- Social Media Management

TRAINING

- 2021/08/25 | GBV Core Concept | Harekar NGO by UNHCR | Dohuk, KRI
- 2021/05/28 | STDM - Social Tenure Domain Model | UN-Habitat | Beirut, Lebanon
- 2021/04/28 | Kobo Data Collection Toolbox | UN-Habitat | Erbil, KRI
- 2021/04/04 | BSAFE | UNDSS | Online
- 2021/03/25 | Information Security Awareness | UNDSS | Online
- 2021/03/09 | Preparing and Responding to Active Shooter Incidents | UNDSS | Online.

VOLUNTEER EXPERIENCE

- **Documents Translator Online Volunteer | UNODC | 5th Jan to 20th Jan 2022**
Translated Kurdish documents to English.
- **GIS Data Processing Online Volunteer | UNDP | 8th Nov to 30th Dec 2021**
Supported with GIS Analysis to conduct spatial data processing.

WORK EXPERIENCE

HLP Enumerator | UN-Habitat | Duhok, KRI | March 21 – Apr 22

- Coordinated, liaised and collaborated with community-based committees.
- Conducted data collection using the Kobo toolbox.
- Conducted Interviews with Syrian refugee households.

Administrative Assistant | Harekar Group | Erbil, KRI | Jan 19 – Feb 21

Administrative Tasks:

- Assisted with all activities including collecting information and data.
- Assisted in administrative functions, personnel, and clerical duties.
- Coordinated and scheduled meetings.

Procurement Tasks:

- Coordinated purchasing, equipment, property inventory, building, and equipment.
- Ensured that the products and supplies meet quality standards.
- Maintained complete stock of all office supplies and accuracy of inventory.

TVET Consultant | GIZ GmbH | Duhok, KRI | Aug 17 – Dec 18

M&E Tasks

- Conducted monitoring and evaluation interviews with interns and Job Placements, and with supervisors and prepared and submitted daily and monthly reports.
- Conducted employment and labor market surveys/questionnaires.
- Founded issues regarding the job placement and internships in the project.

Project Tasks:

- Supported the development of the Education team's work on skills and TVET.
- Supported the planning, drafting, editing, and review of strategic TVET documents.
- Collected information about employment needs and validity of employment opportunities provided through the partners under internships and job placements.

Admin Assistant | Korek Telecom | Erbil, KRI | May 14 – Jul 17

Administrative Tasks:

- Greeted clients, both in person and over the phone.
- Maintained the front desk and verify that orders are placed as necessary to ensure necessary supplies are available at all times.
- Ensured client records are up to date.

Payroll Tasks:

- Collected daily, weekly or monthly timesheets.
- Prepared employees' compensation by the end of each month using payroll tools.
- Distributed payment statements and gather signed receipts (digital or paper).

Call Centre Team Leader | Korek Telecom | Erbil, KRI | Jan 10 – Apr 14

- Identified customers' needs, clarify information and provide solutions.
- Managed filing, mailing, correspondence, and other management tasks.
- Managed large amounts of inbound and outbound phone calls in a timely manner.
- Monitored the agents of the call center and evaluated their work performance.
- Provided customer service by responding to customer inquiries.