

Abubaker Alyosfy

> Taiz - Alkahera

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EXPERIENCE

2019-2020

ADO, Sana'a Yemen

MEAL Assistant

- Responsible for entering data of the beneficiaries into the computer database
- Perform data cleaning and review for collected data
- Maintain and update beneficiary information and to track distribution data
- Sort and cross the data, detect missing or redundant data and propose improvements
- Prepare a weekly overview of beneficiaries' reached
- Maintain accurate records and files within the area of work
- Coordinate with field staff to ensure consistency of information and procedures of data compilation
- Undertake field trips to project sites to streamline data compilation (filling of SoVs) and identify gaps if required
- Perform quality control monitoring visits
- Assist and participate in surveys and assessments (e.g. PDM, baseline, end line, etc.)
- Support the team to prepare daily, weekly and monthly report as required
- Ensure that boxes and visibility items at field level are in place and maintained and that information submitted by phone or email are entered promptly into the database
- Ensure that feedback forms are received regularly from the field and are entered promptly into the database. Update the database as per the cases' follow-up
- Responsible for receiving beneficiaries' feedback and complaints via the hot-line number in shift with the other MEAL Officer's Assistance and abiding by the relevant SOP (currently in preparation)

Eight months

Yazan universal group

Translator- data entry – designer - corresponding employee

- **Translating** papers such as (contracts , messages ,profiles and other documents) . from English into Arabic ,or from Arabic into English .
- **Contacting manufactures / companies in English** ,using email messages ,or making phone calls , (negotiating price ,quality ..etc. to reach an agreement with new agency. or , asking for goods from agent)
- **Using internet network ,Searching for** information relates to manufactures and companies .(information as : nationality ,address , agent in Yemen ,products ...etc.)
- **Data entering** information from various reassures into computer files. **Using Microsoft office programs** .
- **Designing** website, profiles , banner boards ,cards ,photos .**Using adobe design programs and other tools** .

2014-up till now

MALI Institute ,Golden Falcon institute, Entrepreneurship institute, ABI institute and Jabir Ibn Hayan School

English teacher- Math Teacher

- Prepare activities and explanation tools for the coming lesson .
- Deliver lessons to all class students using appropriate methodologies .
- Controlling both time and students (TTT) ,through the operations of explaining to students (TS) , while students are working together (ss) or when any activity is been going inside the class.
- Evaluate students through tests , asking questions or checking their notes.
- Taking care of the children when they play inside the class or in their break

2009-up till now

Freelancer

Graphic designer

- Meet with clients or the director to determine the scope of a project
- Advise clients on strategies to reach a particular audience
- Determine the message the design should portray
- Create images that identify a product or convey a message
- Develop graphics for product illustrations, logos, and websites
- Select colors, images, text style, and layout
- Present the design to clients or the art director
- Incorporate changes recommended by the clients into the final design
- Review designs for errors before printing or publishing them..

Al-Tadamon Bank

> **MYSTERY SHOPPING**

> behaving in a certain way while I am asking about specific serves. Evaluate the employees and the branch of the bank, and then provide detailed reports or feedback about the place .

2009-up till now

Chinese store, (MAM)Royal store

Sales clerk

- distinguish the types, sizes, features, and flaws of the merchandise and locate it in the storage room.
- promote the merchandise to the customers by displaying it's features negotiate with the customers and try to sell at highest price possible..

2012 , 2013, 2014

Field assistant

Polio vaccination campaign

- go to houses asking for children under five years old
- calculate the number of children who are under five years old,
- vaccinate them, write all these details down and the number of that house in a report if there are patients suffering from polio,
- calculate the used vaccine bottles, the kids who got the vaccine, and the houses I have been to. And write all that down on the report.

EDUCATION

2020-2023

Alwatania university

Bachelor degree in Management (Student)

2018

Amideast Institute

International ITP TOEFL

PROFESSIONAL TRAINING SESSION

- > MEAL (Monitoring, Evaluation, Accountability and Learning) in Emergencies
<https://ready.csod.com/>
- > Introduction to Monitoring and Evaluation
<https://ready.csod.com/>
- > searching and researching
Amideast Sana'a Institute
- > Teaching Methodologies
Entrepreneurship Institute
- > Accounting courses
ABI Institute
- > Business Administration
Alshbab Ministry
- > ICDL
Online courses
- > Photoshop, illustrator, Indesign, Sony Vegas, Adobe premiere and Adobe aftereffect.
Online courses

LANGUAGE SKILLS

- > Arabic (native speaker).
- > Fluency in English.

COMPUTER SKILLS

- > Work in Photoshop , Indesign , Illustrator
- > MS software application programs: MS Windows, Word,
- > Power Point, Excel, access.
- > Computer maintenance .
- > Able to use internet.
- > Able to deal with printer.

PERSONAL SKILLS

- > Able to express my ideas clearly and confidently in speech
- > Able to communicate effectively both verbally and in writing and IT skills
- > Flexible and adaptable.
- > Considerate and patient. .
- > Able to stay calm in all situations.
- > Gather information systematically to establish facts & principles and Experienced in problem-solving
- > Research and Analytical Skills
- > Integrity

REFERENCES

Mr. Hamood Alward

Translator and Interpreter for the United Nation

English teacher for ABI institute

Sana'a Yemen

Tell: 770888039

Mr. Numan Alhaj

MEAL manager for the PU_AMI

Sana'a Yemen

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