


Personal


information

ZARIA HASSAN MOHAMMED HASSAN

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 **Single Female**

 **Sudanese**

Education

Graduated from University of Khartoum

- Bachelor of Science in Ecology and Environmental science (Honor Degree) Sep 2016 — April 2023
- Dean list Honor Student

Skills

- Program management & administration
- Transforming services to be beneficiary-focused tailored to their needs.
- Problem analysis and solving.
- Creative , innovative , analytical thinking
- Documentation, archiving & referencing
- Teamwork facilitation and promotion
- Coordination, liaison, and supervision.
- Computer and production applications.
- Office management & administration
- Business plans, and tracking tools
- Facilitator and trainer in Humanitarian fields.
- Language : Arabic & English

- Computer literacy: Computer Programs; (Introduction & Operation- - Microsoft Windows- Microsoft Word - Microsoft Excel - Management Organization – Internet).
- Good communication skills.
- Good networking skills
- Commitment
- Analytical skills
- Ability to plan well
- Tact, discretion and diplomacy
- Team working skills
- High ability to work under pressure
- Good working in multicultural atmosphere

Work Experience

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* Confab for Development Consultancies and Training Company

Administration Officer

June 2018 — present

- Works as Administration Officer supporting in all administrative tasks needed in the office, monitoring all the procurements and logistic issues.
- Fleet management and transportation tasks are produced as required within specified time limits.
- Works with Human Resource Manager in Keep personnel records and files for the organization and deals with all personnel issues including daily attendance records.
- Keep and update records of Lead consultants and advisors as well as the consultant's rosters.
- Handles, in consultation with the manager

vehicles movement, maintenance and the storage and utilization of fuel and spare parts.

- Reviews project premises and assets to ensure that the security and good working environment are maintained.
- Keeps proper bookkeeping e.g. ledgers, vouchers, files...etc. according to company finance systems and regulations.
- Reviews organization purchases and regularly update the market survey to determine goods and services prices.
- Keep an updated inventory of all the project's properties.
- I worked in data entering and analysis.

Trainings & Workshops

I attended and participated on the following Training Courses

- Project Management Cycle.
- Leadership.
- Strategic planning
- Result based Planning
- Risk Management
- Right based Approach
- Complaints and respond mechanisms (CRM)
- Anti-fraud –Anti bribery.
- Monitoring ,Evaluation ,Accountability and Learning
- Change and Team Management (Team Building,)
- Gender based violence (GBV) and Child Protection(CP)
- Quality Management System
- Protection from sexual exploitation and Abuse (PSEA)
- Climate change and its impact on cultural heritage.

Competencies

- Computer/it: MS office (Word, Excel, PowerPoint, Publisher)
- Ability to work on the Analysis systems
- Project and production management
- Leadership, action & consensus driven
- Effective communicator and team player
- Ability to delegate and individual accountability
- Ability to effectively deal with people of different backgrounds and multinational ties
- Ability to work under minimum supervision; willing to travel
- Work under pressure and meet deadlines.

Language

- Arabic (native), English (fluent)

Volunteering experience:p

• Women Initiatives Group (WIG)

Am an active volunteer in humanitarian and development work with Women Initiatives Group (WIG) a voluntary Humanitarian and Charity nongovernmental organization, which aims at providing humanitarian aid and development sector. For the whole period, I spent in the organisation, I have enhanced my leadership, teamwork and campaign management skills working between various teams and participating in fund-raising.

• Marine Scouts

I worked and been part of all the Scout activities such as Camping, charity work, hygiene and environmental awareness campaigns. Also, I participated in all national day celebrations, supporting orphans and cancer children as well as working as a swimming instructor.

Achievement

- I played a leading role in underneath faculty activities and projects:
- Preparing all Confab`s training workshops administrative matters, reserving the training venues, tea and lunch breaks, training materials and handout printings as well as the participant's attendance, evaluation questioners and certificates.
- I participated in Reyada Organization /Confab Baseline research on the situation of Child Rights in Khartoum State 2018 (I contributed on the Review of secondary data, arranged Consultations meetings with NCCW and SCCW, prepared the Interviews with Households representatives, collected data for mapping existing Child Focus CSOs in addition to collection and analysis of the collected data.
- Participated in EVALUATION OF SHAMAA CHILD PROTECTION APPROACH THROUGH REHABILITATION CENTRE MODEL 2020.
- University of Khartoum GIS Day event, lead design of posters task for GIS FISCAL application.
- University of Khartoum Faculty Tour to Elsabloga fall mountains, research and types of rocks and stones study.
- Faculty tour to Elbajarawia Pyramids, research of Archaeological and historical landmarks.
- University of Khartoum Scientific Field trip to North Kordofan 2021.

References

- Upon Request