

Sulaiman Fayege Mustafa

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Date & Location of birth: Feb 25, 1987 / Iraq



PROFILE:

Computer engineer and I have a good experience in my field. And I worked with more of an international organization in different fields and Telecom Company. As I will mentioning in experience field.

MAJOR ACHIEVEMENTS:

- I've participated in the emergency response 2012 for Syrian refugees in Qaim city in Anbar Governorate with IRC, I've registered the new arrival (Syrian refugees) and distributed the assistance that included food items and NFI's such as hygiene and other items to them, referral, and advocacy with organization and government offices. For Eight months.
- I complete more than (25) Advocacy for refugees and displaced families and provide material and moral assistance includes the NFI & Food Items.
- I've participated in the emergency response 2016 for IDP's from Mosul, Salah Al-din, Fallujah, and Aameryat Fallujah with IRC, I've registered the new arrivals and distributed the cash assistances to 1609 household.
- I've participated as representative of the CCI group (IRC, Mercy Corps, DRC and NRC) by completing Focus Group Discussion in (Baghdad, Salah al-din and Anbar).

EXPERIENCE:

HR - Employment
Coordinator

Korek Telecom Company



Baghdad – Iraq

Jul 2022 – up to date

Logistic & Procurement
Assistant

Caritas Czech Republic



Anbar - Iraq

Oct 2021 – June 2022

HR & Admin Assistant

Norwegian People's Aid



Norwegian People's Aid

Aug 2020 – Sep 2021

Anbar - Iraq

Admin & HR Assistant	International Medical Corps	
Feb 2018 – Aug 2020		Baghdad & Anbar - Iraq
Team Leader	Relief International	
July 2017 – Feb 2018		Anbar – Iraq
Community Mobilization and CTP (Cash Transfer Program) Assistant	International Rescue Committee	
Feb 2016 – July 2017		Baghdad – Iraq
Protection monitor	International Rescue Committee	
Feb 2013 -Mar 2014		Anbar- Iraq
Community Service Assessor	International Rescue Committee	
May 2012 - Feb 2013		Anbar- Iraq
Humanitarian Needs Assessor	International Rescue Committee	
Jun 2011 – Apr 2012		Anbar- Iraq
IT (Volunteer)	Iraqi Red Crescent Society	
2009 -2010		Anbar- Iraq

TRAINING COURSES:

- Training course in (Basic protection, Focus Group Discussion and Reporting. Eviction response and advocacy, community acceptance. July 2011
- Training course in (Strategic Planning). Nov 2011
- Training course in (AGDM concept). Dec 2011
- Training course in (Workshop on Right, Diversity and Tolerance). May 2012
- Training course in (Women Protection and Empowerment). Nov 2012
- Training course in (Community Dialogue as an approach to GBV Prevention). Nov 2012
- Training in GIS from Ramadi Training Center. Mar 2012

• Training course in commitment to encourage participation and treat people with dignity and respect.	Aug	2013
• Training Workshop and strategy plan.	Apr	2016
• ERD General Orientation and NFI Training Workshop.	Nov	2016
• Training Course in (Staff Care).	Nov	2016
• Training Course in (CET) Country Emergency Team.	Mar	2017
• Training Course in (Stay Safe) Personal security.	April	2017
• Training course in (Focus Group Discussion).	April	2017
• Training Course in (CET) Country Emergency Team.	July	2017
• Training Course in (Strategy Plan).	Sep	2017
• Training Course in MEAL.	Jan	2018
• Healthcare workers stock framework, reporting, M&E session PSEA STAT.	Feb	2018
• Training Course in MISP reproductive health and MMU Standard.	Jan	2018
• Training courses in (Anti-corruption).	June	2018
• Training courses in (Anti-Terrorism).	July	2018
• Training courses in (CCHF).	July	2018
• Human Recourses workshop for strategy plan and redesign the procedures.	Oct	2018
• Training MAST Train-the-Trainer.	Jan	2020
• Training Course in (Safeguarding) Personal security.	Feb	2021
• Human Recourses training Payroll System.	Mar	2021
• Human Recourses workshop for strategy planning and the procedures.	Aug	2021
• Training Course in HACT FACE.	Sep	2021
• Training Course Harmonize Approach to cash transfer HACT.	Sep	2021
• Training Course in Micro Assessment.	Sep	2021
• Training Course in Assurance Activities.	Sep	2021
• Training Course in Safeguarding Essentials.	Sep	2021
• Training Course in Time Management & Conflict Management.	Mar	2022

EDUCATION / QUALIFICATIONS:

2006-2010 Al-Hadbaa University College – Mosel - Iraq
B.Sc. in Engineering Technology of Computer

OTHER SKILLS:

- Monitoring and evaluation experience.
- Demonstrated experience working at the national level policy.
- Strong organizational and leadership skills.
- Interviews and Reporting Skills.
- Strong inter-personal and training facilitation skills
- Microsoft Office (Word, Excel, Power Point).
- AutoCAD, Photoshop, GIS.

Language:

- English (Good).
- Arabic (Mother Tongue).