

# Curriculum Vitae

## Ali Mohammed Ahmed Said

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### Professional Summary

Dedicated and detail-oriented professional with over eight years of experience in data management, monitoring and evaluation (MEAL), and field coordination across humanitarian and academic sectors in Yemen. Expertise in large-scale data management, MEAL tool design, and capacity-building training in conflict-affected environments. Skilled in Microsoft Excel, Kobo Toolbox, GIS, and database administration, ensuring data integrity and donor compliance (WFP, EU). Adept at stakeholder engagement and evidence-based decision-making to enhance project outcomes and community welfare.

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### Work Experience

#### MEAL Assistant & Data Management Assistant

 Yemen Family Care Association (YFCA) – Al-Dhalea, Yemen | WFP Donor

 November 2021 – June 2024

#### Data Management Assistant:

##### Responsibilities:

- Managed data entry for nutrition and FSL activities, inputting and updating over 10,000 beneficiary records monthly in Excel databases with 98% accuracy.
- Developed and maintained Excel databases for food distribution and nutrition interventions, using pivot tables and charts to produce summary statistics for WFP reports.
- Conducted weekly data quality checks, resolving inconsistencies (e.g., duplicates, missing entries) to ensure compliance with donor standards.

- Collaborated with project teams to design Kobo-based data collection tools, streamlining data downloads and analysis processes.
- Prepared visual data reports (e.g., malnutrition trends, distribution coverage) to support decision-making and donor presentations.

### **Assistant Monitoring, Evaluation, Accountability, and Learning (MEAL):**

#### **Responsibilities:**

- Conducted field monitoring visits to assess food distribution and nutrition programs, interviewing beneficiaries to evaluate reach and impact.
- Facilitated focus group discussions (FGDs) with stakeholders, documenting feedback to refine project interventions.
- Supported MEAL Specialists in updating monitoring tools (e.g., surveys, checklists), ensuring alignment with WFP accountability standards.
- Trained over 20 enumerators on data collection methodologies and quality standards, improving field data accuracy by 25%.
- Analyzed field data for interim and final reports, identifying trends (e.g., food insecurity spikes) and proposing actionable improvements.
- Key Achievements:
  - Managed data for 30,000+ beneficiaries, ensuring accurate WFP reporting over three years.
  - Enhanced data collection efficiency by 25% through enumerator training and tool optimization.

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### **Field Monitor**

 April 2021 – September 2021

### **Responsibilities:**

- Conducted field visits to monitor protection risks (e.g., domestic violence, early marriage) affecting women and girls in conflict zones.
- Performed household assessments and facilitated FGDs to identify GBV cases and protection needs, documenting findings with standardized tools.
- Evaluated public space safety (e.g., water points, markets), recommending risk mitigation strategies for project implementation.
- Collected and managed GBV data using incident forms and checklists, ensuring confidentiality and survivor-centered reporting.
- Identified vulnerable women (e.g., GBV survivors) via rapid screenings, prioritizing psychosocial and legal support referrals.
- Mapped protection services and facilitated referrals, tracking outcomes with follow-ups to ensure service delivery.
- Engaged communities through dialogues and house visits, raising awareness on legal rights and GBV prevention.
- Trained women's groups as protection focal points, strengthening community-based protection networks.
- Prepared field reports on protection trends (e.g., GBV spikes during economic stress) for advocacy and program adjustments.

### **Key Achievements:**

- Referred 50+ GBV cases to support services, improving survivor access in Qataba District.
- Reached 200+ households with protection awareness campaigns.

## **Head of Academic Department**

 National Institute for Science and Technology (NIST) – Al-Dhalea, Yemen

 January 2020 – November 2021

### **Responsibilities:**

- Oversaw HR policy implementation, managing contracts and attendance for 15+ lecturers and staff.
- Evaluated staff performance, providing feedback to enhance teaching quality and departmental efficiency.
- Managed budget and resources, coordinating equipment maintenance to support academic operations.
- Developed IT curricula and training courses, aligning programs with industry standards.
- Supervised 30+ annual student graduation projects, ensuring successful completion and reporting to the Dean.

#### **Key Achievements:**

- Launched two new IT courses, boosting enrollment by 20%.
- Reduced equipment downtime by 30% through proactive maintenance.

#### **MEAL Assistant & Data Entry**

 Qatar Red Crescent (QRC) – Al-Dhalea, Yemen

 November 2018 – October 2020

#### **Responsibilities:**

- Conducted field data collection via household interviews, ensuring quality data for 5,000+ records.
- Created activity-specific documents (e.g., ID cards, attendance sheets) and verified database accuracy.
- Supported rapid needs assessments (e.g., YEMRA), analyzing data for project impact reports.
- Designed M&E tools and led hygiene promotion sessions, educating communities on cholera prevention.
- Managed data entry and cleaning, resolving inconsistencies to maintain database integrity.

#### **Key Achievements:**

- Improved data quality for 5,000+ records, reducing errors by 15%.
- Trained 50+ community members, contributing to a 10% cholera case reduction.

## Database Administrator

 Yemensoft Company Deputy – Ibb, Yemen

 September 2016 – August 2018

### Responsibilities:

- Resolved database issues for 100+ client systems (e.g., ERP Onyxpro), ensuring operational continuity.
- Designed and managed databases with backup and security protocols for financial data protection.
- Trained 50+ clients on accounting systems, improving their financial management capabilities.
- Managed CRM data entry and provided financing consultancy for accurate system use.
- Coordinated hardware/software maintenance to enhance system performance.

### Key Achievements:

- Achieved 95% client satisfaction by resolving database issues efficiently.
- Reduced financial reporting errors by 20% through client training.

## Department Manager

 Engineering College, Labs & Equipment Department – Ibb, Yemen

 January 2015 – December 2016

### Responsibilities:

- Managed lab and office maintenance, ensuring equipment availability for 200+ students and staff daily.
- Processed maintenance requests, coordinating repairs to minimize disruptions.
- Supervised logistics (fleet, generators), maintaining reliable college operations.

- Oversaw inventory tracking for supplies, ensuring timely replenishment.
- Supported the Dean with event planning and resource allocation.

### **Key Achievements:**

Reduced equipment downtime by 25% through efficient maintenance.

Improved transportation logistics, enhancing mobility by 15%.

### **Education**

#### **Bachelor's Degree in Computer Science & Programming**

 Faculty of Engineering, University of Ibb, Yemen | Graduated: February 2016

#### **General Secondary Certificate (Scientific Section)**

 Khaled bin Alwaleed Secondary School, Ibb, Yemen | Graduated: November 2010

### **Courses & Certifications**

#### ✓ **Managing Your Priorities**

Humanitarian Leadership Academy (Online), November 2023

#### ✓ **Managing Yourself and Your Time**

Humanitarian Leadership Academy (Online), November 2023

#### ✓ **MEAL DPro Certificate**

Humanitarian Leadership Academy (Online), October 2023

#### ✓ **Safeguarding Essentials**

Humanitarian Leadership Academy (Online), March 2023

#### ✓ **AAP Course (Accountability to Affected Populations)**

UNICEF, March 2023

#### ✓ **Personal Safety and Security**

DisasterReady.org (Online), October 2022

**✓ GDPR Training**

EK Advisory (Online), August 2022

**✓ Data Analytics for M&E using Microsoft Excel**

DataForDev (Online), August 2022

**✓ Capacity Building (Kobo Toolbox, Microsoft Excel, Google Forms, GIS)**

UNICEF, July–August 2022

**✓ PSEA Course (Prevention of Sexual Exploitation and Abuse)**

UNICEF (Online), August 2021

**✓ Project Management**

Hiproo Institute (Mercy Corps Financing), July 2018

**✓ English Language**

Languages Center, University of Ibb, 2017

**✓ Cisco CCNA1 Networking**

Ibb Communication Institute, January 2015

## Skills

**Technical:** Advanced Microsoft Excel (pivot tables, charts), Kobo Toolbox, ODK Collect, Google Forms, GIS, database management (ERP Onyxpro, CRM), data analytics, IT troubleshooting.

**Professional:** Data quality assurance, MEAL tool design, field monitoring, capacity building, project coordination, report writing, monitoring and evaluation expertise.

**Interpersonal:** Leadership and organizational awareness, excellent interpersonal and problem-solving skills, proficiency in open-source research and social media platforms, strong computer skills including data entry and management.

**Languages:** Fluent in Arabic (native), fluent in English (oral and written).---

## Professional Standards

Committed to integrity, accountability, and equity in all professional endeavors, adhering to humanitarian principles such as beneficiary protection, child safeguarding, and

anti-harassment policies.