# Amiin Abdikadir Jibril

Hargiesa, Somaliland

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9th February, 2024

# Cover Letter for the Vacancy Titled: World Food Program (WFP).

Dear HR,

Dear Hiring Manager,

I am writing to express my keen interest in the Administration Assistant position at the World Food Program (WFP), as advertised. With a background in architecture and urban planning, coupled with extensive experience in administrative roles, I am confident in my ability to effectively fulfill the responsibilities outlined in the job description while contributing positively to WFP's mission.

In my previous role as a Communications Assistant with the Borama Local Government, I developed a strong foundation in coordinating events, managing communication channels, and engaging with diverse stakeholders. This experience has honed my skills in maintaining information, reporting discrepancies, and ensuring consistent and timely delivery of services - key accountabilities central to the Administration Assistant role at WFP.

Moreover, my proficiency in creating informative reports, compiling data, and supporting decision-making processes aligns seamlessly with the requirement to verify resource requirements and produce various data for WFP operations. Throughout my academic and professional journey, I have demonstrated an aptitude for adapting and updating administrative processes to ensure efficiency, a skill vital for facilitating the continuous improvement of administration services within the organization.

My experience extends to supervising contractors, managing office resources, and maintaining necessary internal controls, all of which are essential responsibilities outlined in the job description. Additionally, I have a proven track record of providing training and guidance to staff, ensuring consistency and efficiency in service delivery - a responsibility emphasized in the role to interpret administrative procedures and policies.

I am particularly drawn to the opportunity to contribute to WFP's vital mission of providing humanitarian aid worldwide. My passion for fostering positive relationships and my dedication to operational excellence make me confident in my ability to support WFP's operations effectively and efficiently.

I am eager to further discuss how my skills and experiences align with the needs of WFP. Thank you for considering my application. I am looking forward to the possibility of contributing to your esteemed organization. Enclosed is my resume for your review. I am available at your earliest convenience for an interview.

# Sincerely,

Amiin Abdikadir

**AMIIN ADBIKADIR JIBRIL**

*Hargeisa , Somaliland*

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**SUMMARY**

*Versatile administrative professional with a fervent dedication to supporting organizational missions. Proficient in developing and executing administrative strategies, ensuring seamless operations across diverse functions. Skilled in coordinating logistics, managing schedules, and maintaining efficient communication channels. Experienced in implementing standard operating procedures to enhance productivity and streamline processes. Adept at engaging internal teams and external stakeholders, fostering positive relationships to facilitate collaborative efforts. Excited to leverage my administrative expertise to contribute to World Vision's mission, particularly in enhancing the Somali Resilience Program and Somali Response Innovation Lab through meticulous administrative support.*

**EDUCATION**

***Degree in Architecture and Urban Planning (BSc)***

*Admas University*

*Hargeisa, Somaliland*

***PROJECT MANAGEMENT***

*Ongoing*

*Online By GOOGLE*

**TECHNICAL SKILLS**

1. **Proficiency in Fleet Management Systems (FMS):** Skilled in utilizing FMS software to effectively monitor and manage vehicle fleets, ensuring optimal logistics support for WFP operations.
2. **Facilities Management Expertise:** Experienced in overseeing the maintenance and operation of WFP facilities, ensuring compliance with safety standards and coordinating repairs and maintenance activities.
3. **Strong Data Compilation and Reporting Skills:** Proficient in compiling and analyzing data related to fuel consumption, vehicle mobility, and operational metrics using tools such as Microsoft Excel, to provide accurate and insightful reports to support decision-making processes.
4. **Contract Management Proficiency:** Adept at managing contracts with service providers, including reviewing contract terms, tracking performance, and maintaining comprehensive contract databases to support efficient operations.
5. **Advanced Office Technology Skills:** Highly skilled in utilizing office technology tools such as email systems, document management software, and video conferencing platforms like Microsoft Office Suite, SharePoint, and Skype for Business, facilitating seamless communication and collaboration within the organization.

**EXPERIENCE**

***Borama Local Government,*** *Communications Assistant,*

*JAN 2022 - Now*

*Borama, Somaliland*

***RESPONSIBILITIES***

* Assist in the development and implementation of communication strategies and plans for the local government office, ensuring alignment with municipality goals and objectives.
* Create and edit content for various communication channels, including social media, newsletters, and press releases, to effectively disseminate information about local government initiatives and activities.
* Aid in the planning and execution of events and campaigns organized by the Borama local government office, contributing to community engagement and awareness.
* Participate in the development of a content calendar outlining upcoming events and key messaging for the local government office's communication efforts, ensuring timely and relevant communication with the public.
* Coordinate with internal departments, elected officials, and external stakeholders to ensure effective communication and collaboration, fostering positive relationships and enhancing community outreach.
* Capture high-quality photos and videos of local government events, initiatives, and community activities, providing visual documentation for communication materials and social media platforms.
* Ensure all communication content complies with relevant regulations, policies, and ethical standards, including safeguarding protocols, to maintain transparency and trust within the community.
* Role played as the communications focal person for projects collaborated with other INGOs, and help in arranging meetings, workshops, and coordination events.

***Awdal Youth Volunteers,*** *Public Relations Coordinator, Volunteer role*

*September 2020 – December 2021*

*Borama, Somaliland*

***RESPONSIBILITIES***

* Create and implement PR strategies to enhance organizational visibility and reputation.
* Cultivate relationships with media outlets to secure coverage of organizational activities.
* Generate engaging content for press releases, newsletters, and social media platforms.
* Coordinate promotional efforts for events and campaigns to maximize community participation.
* Foster positive relationships with stakeholders to increase awareness of organizational programs.
* Develop protocols to effectively handle PR crises and maintain organizational reputation.
* Monitor PR activities and prepare reports to assess effectiveness and inform future strategies.

**Languages**

* **Somali** (Native)
* **English** (Fluent)
* **Arabic** (Advanced)

**References**

* **Available on Request**