Abdirahman Omar Mohamoud
Hargeisa, Somaliland
Arohm007@gmail.com
0634429456

Objective

- To secure a position that my education, knowledge, and skills can be utilized and to contribute towards the organization's objectives.

Summary

- Over Four years of experience in administrative, statistical analysis and translation in humanitarian organizations, government agencies, and private sector agencies.
- Knowledge in Research and Monitoring and Evaluation, demonstrable ability to manage projects and surveys, statistical data analysing techniques in quantitative variables and decision making with plentiful of statistical packages like SPSS, EXCEL, MINITAP, STATA, EpiInfo, SAS, EVIEWS, CSpro, Mat lab.
- Ability to work with Qualitative research packages such as Nvivo, Endnotes, Atlas.it and Zotero.
- Graduated with Bachelor Degree of Applied Science in Mathematics and Statistics and candidate for MA in International Relations and Diplomacy.
- Administration Proficiency in MS Office Package – Word, Excel, PowerPoint, Access and other databases software. Proficiency in operating system such as Windows and Macintosh and Communication skills.

Professional Experience

NND   May 2014 – November 2014
Monitoring and Evaluation Assistant

- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E.
- Assist the project personnel with M&E tools and in supporting them in their use. Provide feedback to the Project Manager on project strategies and activities;
- Support monitoring and evaluation of the effects and impact of the project; Preparing and sorting received documents and identifying forms that need to be entered.
- Ensuring accuracy of entered data and comparing it with the existing filing system to make sure all records are consistent and aligned.
- Participate in the training of Assist staff in monitoring of activities
- Other Monitoring and Evaluation functions as needed.

Dars (Research and Data Solutions)   September 2013 – April 2014
Statistical Data Entry and Analyst,

- Identify relationships and trends in data, as well as any factors that could affect the results of research.
- Conduct qualitative research techniques including focus groups, in-depth interviews, and other ethnographic techniques – including discussion guideline development, focus group
- Report results of statistical analyses, including information in the form of graphs, charts, and tables.
- Analyse and interpret statistical data to identify significant differences in relationships among sources of information.
- Develop software applications or programming to use for statistical modelling and graphic analysis.
- Develop and test experimental designs, sampling techniques, and analytical methods.
- Prepare data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data.
- Plan data collection methods for specific projects and determine the types and sizes of sample groups to be used.
- Process large amounts of data for statistical modelling and graphic analysis, using computers.
- Evaluate the statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy.

The Halo Trust   June 2011- September 2013
Translator

• Follow ethical codes that protect the confidentiality of information.

• Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.

• Listen to speakers' statements to determine meanings and to prepare translations, using electronic listening systems as necessary.

• Compile terminology and information to be used in translations, including technical terms such as those for legal or medical material.

• Read written materials, such as legal documents, scientific works, or news reports, and rewrite material into specified languages.

• Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviours.

• Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.

• Refer to reference materials, such as dictionaries, lexicons, encyclopaedias, and computerized terminology banks, as needed to ensure translation accuracy.

• Train and supervise other translators or interpreters.

The Halo Trust   May 2010 – June 2011
Office Assistant

- Operate office machines, such as photocopiers and scanners, voice mail systems, and personal computers.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities, and other activities.
- Compute, record, and proofread data and other information, such as records or reports.
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Complete work schedules, manage calendars, and arrange appointments.
- Review files, records, and other documents to obtain information to respond to requests.

Education

- M.A. Candidate in International Relations and Diplomacy
- Data Science Specialization by University of John Hopkins on Coursera
- Data Collection and Analytics Specialization by University of Michigan on Coursera
- GIS Specialization by University of California, Davis on Coursera
- English Academic Writing Specialization by University of California, Irvine on Coursera
- Methods and Statistics in Social Sciences by University of Amsterdam on Coursera
- Data Science MicroMaster from University of San Diego on edX
- Bachelor Degree in Mathematics and Statistics, University of Hargeisa, Sept, 2009 – June 2013
- GCSE, Farah Omar Secondary School, 2005 – 2009
- IT Professional Diploma, 2010
- Advanced English Diploma, University of Hargeisa, 2011

Computer Skills

Windows and Macintosh platform: Microsoft Word, Excel, Access, PowerPoint, Outlook.
Web design: HTML5 and CSS
Database/Statistics: Microsoft Access**,** SPSS, Minitab, FileMaker Pro, Mat lab.
Programming: R, Python, and SQL

Languages

Somali – native
English – fluent
Arabic – average