

Malyun Ibrahim

Contact

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Skills

Excel expertise

Information Protection

Technical Support

Information tracking

Project Management

Risk Analysis and
Management

Team Leadership

Strategic Planning

Client Communication

Highly motivated individual with passion for helping others. Experienced leading projects and working with diverse range of people. Possesses excellent interpersonal and communication skills and is always eager to learn and grow.

Work History

2018-08 -

Current

PROGRAMS MANAGER

NivalishePad Initiative, Nairobi

- Provide technical support over-seeing team's work to ensure compliance to organizational operations and projects
- This ensures that there is proper flow of communication and that projects meet deadlines.
- In my tenure, I have been a:
- Speaker at Africa Health Agenda 2023 on matter of Health Data Governance.
- ACSRRH Conference committee member organizing.
- Coordinator for a Menstrual Hygiene Day activity held in on May 28, 2019 in Mathare, Nairobi.
- Facilitator FGD session with adolescent's girls and young women in VOO, KITUI COUNTY in DEC 2018.
- Coordinator of Pad Drive sponsored by our organization as part of Mukuru Festival on November 2019.
- Volunteer with Teen-seed Africa as peer educator and mentor.
- Established strong relationships with key stakeholders, ensuring support for program initiatives.
- Managed multiple strategic projects with numerous sub-projects or workstreams.
- Developed and maintained logistics workflows, procedures and reports.
- Managed cross-functional teams for successful project completion within deadlines and budgets.

2022-10 -

2023-11

COMMUNITY VOLUNTEER

Secours Islamique France, Nairobi

- Creating connection between SIF and community - Identification of most vulnerable

orphans in the community in need of education and child protection using SIF criteria eligibility. - Accompany social worker for home visit and school visits. - Provide support to social worker in follow up and tracking off individual cases and updating status the status accordingly. - Act as guide to the organization in tracing beneficiaries. - Assist in mobilization of guardians for community forums and sensitization campaigns within the community. - Identify organizations/ services present in the area. - Attending monthly meeting, trainings and any other meeting required. - Perform other duty required. - Provide weekly and monthly report to the social worker.

- Increased public awareness about community issues through social media campaigns and promotional events.
- Supported underprivileged families with essential services such as food distribution, clothing drives, and shelter assistance.
- Improved local environment by leading clean-up projects, tree planting initiatives, and recycling programs.
- Aided disaster relief efforts by distributing supplies, assisting victims, and participating in recovery projects during emergencies.
- Boosted local economic growth by supporting small businesses and encouraging residents to shop locally through various promotional campaigns.
- Coordinated with local government to provide resources to clients.
- Assisted in developing grant proposals to support social service initiatives.

2020-01 -
2020-09

PROJECT OFFICER

TEENSEED AFRICA, Nairobi, 30

- Implementing Adolescent girls program.
~Oversee the program. ~Ensuring the project stays within the budget. ~Implement activities.
- Monitoring and report writing. ~I do account for the project.
- Developed and monitored project schedules, budgets and objectives for successful completion.

- Improved stakeholder satisfaction by conducting thorough project needs assessments and delivering customized solutions.
- Developed and deepened relationships with key stakeholders.
- Increased team productivity with regular monitoring, feedback sessions, and performance evaluations.
- Organized scope, schedule and assignments for entire team.
- Conducted post-project evaluations to identify areas for improvement and implement best practices in future initiatives.
- Gathered and organized supporting materials for meetings and project updates.
- Identified and resolved project issues and mitigated risks, reducing challenges and improving project results.
- Reported regularly to managers on project budget, progress, and technical problems.
- Analyzed project data to identify trends and areas for improvement.
- Enhanced project efficiency by streamlining communication channels and implementing effective collaboration tools.
- Partnered with project team members to identify and quickly address problems.
- Kept stakeholders informed of progress through regular status updates clearly communicating any changes to project scope, timeline or budget.
- Mentored junior team members to enhance their skills development and overall performance within the organization.
- Worked closely with organizations, individual businesses and government agencies to foster welcoming climate for business.
- Coordinated work efforts across multiple departments fostering a cohesive environment conducive to achieving project success efficiently.
- Overcame unforeseen challenges by proactively identifying potential issues promptly developing contingency plans accordingly.

Education

2023-05 - 2024-11	Diploma in Information and Technology: Information Technology <i>Zetech University - Nairobi</i>
2016-01 - 2016-05	Certificate in Business Management: Business Management <i>Zetech University - Nairobi</i>
2011-01 - 2014-11	Kenya Certificate of Secondary Education <i>Thigaa High School - Meru, Kenya</i>
2002-01 - 2010-11	Kenya Certificate of Primary Education: Primary School <i>Our Lady of Nazareth Primary Education - Nairobi, Kenya</i>

Certifications

Psychosocial support training by International
Justice Mission (IJM)

Paralegal training, in September 2019 to December
2019 by International Justice Mission (IJM)

Peer Educator on Sexual Reproductive Health &
Rights in July 2017 by Dance4Life, UNICEF & I Choose
Life- Africa Kenya

Film Making & Photography by K-youth Media june
2018 in Nairobi

Personal Information

Citizenship: Kenyan

References

- Caroline Kiarie, International Justice Mission, +254
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- Rehema Abdulrazak, Nivalishe Pad Initiative,
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- Anami Daudi, Mukuru community justice center,
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