Aseel Flihan

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Portfolio : https://aseelflihan.github.io

A hard-working, methodical and driven individual looking for a position in your reputable organization to expand and fully utilize my skills, learning and knowledge while making a significant contribution to the success of the organization.

Work Experience

May 2022 – Aug 2022   Work as **Data Management** in **To Be Foundation for Rights and Freedoms**

- Perform regular backups to ensure data preservation
- Data cleaning, and verification on a daily basis and verify data by comparing it to source documents and Providing technical support to ensure the quality of collected data .
- Sort and organize paperwork after entering data to ensure it is not lost
- Create a dashboard by using tableau and power bi to make better visualization of the data
- Manage field data downloads and uploads from multiple databases
- Control of databases and make corrections or suggestions for improvements, as needed.
- Provide required forms and financial reporting to the donors.

Sep 2021 – May 2022   Work as **logistic assistant** in project "**Protecting and Empowering Women and   Girls affected by Gender-Based Violence in Yemen**" funded by (**KSRelief**) and is   being implemented by **WACP** in partnership with **UN Women**

Aug 2020 – Mar 2021   Work as **logistic assistant** in project "**LEAP**"   funded by (**Government of Japan**) and is being implemented by **WACP** in partnership with **UN Women**

- procurement of goods and services in line with logistics policies .
- tracking the supply chain, stock management, transportation, and asset of the Association
- Prepare requests for quotations and ensure compliance to the procurement policies.
- Prepare Bid Analyses.
- Maintain suppliers database are up to date and appropriate to the organization policies
- Ensure that purchases are properly received and relevant data of each activity is updated.
- Design required forms for purchase order/contract etc.
- Provide weekly and monthly purchase report to the line manager and relevant programmer managers.

2019   **One Month Training , National Cement Company** -, **Lahj**

- The basic components of a PLC system
- The fundamental operating principles behind using a PLC.
- Good installation practice .
- Discussion on programming PLCs.
- The PLC as part of a complete Local Area Network The PLC and the operator interface.
- Guidelines to troubleshooting of PLCs.

2018   **One Month Training ,** Aden Refinery - Alboraqa, Aden

- Worked as a landline engineer in Field maintenance .
- Detect Problems and Fix connections between departments .
- Work with my team effectively in order to enhance work quality .
- Radio broadcasting (AM & FM) essentials.
- Configuration of cordless devices banks, channels and tone
- Transceiver channel , PCM switch and frequency modulator.
- Electronic maintenance of devices .

Key Skills

- Advanced experience with using Excel formulas, functions and pivot tables, advanced experience with Word mail merge functionality
- Python, R Programming, SQL, Tableau, Power BI, Machine Learning
- Leadership skills that have been utilized in managing daily workflow, supporting fellow coworkers, and developing process improvement initiatives.
- Superb verbal and nonverbal communication skills.
- Strong understanding of technology and computer software.
- Fast typing on the keyboard
- Extremely organized and attentive to detail.
- Ease of handling the printer and scanner
- Proficiency in the use of Adobe programs such as Photoshop, illustrator and After Effects

Education and qualifications

JANUARY 2022 - MAY 2022   Online

Google / Data Analytics Professional Certificate
completed extensive six month job-ready google career certificate training.
Demonstrated hands-on experience with data cleaning , data visualization , project management , interpreting and communication data analytics findings .
confidence in transforming complex data into actionable and clear insights . fluency in computer programiming languages and a soild understading of databaes

2016-2020   **B.Sc. in Electronic and Communication**, Faculty of Engineering, Aden University

Interests

Enjoy engaging with different cultures. Interesting in Programming, coding and photography.

Languages

Arabic (native), English (Fluent)

References

Available On Request