

Tiba Jasim Mohammed

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Professional Profile

Programme and Administrative Support Officer with experience supporting project implementation, coordination, reporting, and data analysis in development and NGO-related contexts. Strong background in documentation, budgeting follow-up, stakeholder coordination, and data visualization using Power BI. Adept at working in culturally diverse environments with high professionalism, accuracy, and attention to detail.

Education

Bachelor's Degree in Software Engineering

Minor: Business Administration

American University of Iraq, Sulaymaniyah (AUIS)

2025

Professional Experience

Project Support Officer / Project Coordinator (with Project Managers)

Growthline Company

1 year

- Assisted in the implementation of project activities in accordance with approved work plans.
- Prepared and drafted project documents, administrative forms, reports, and routine correspondence.
- Supported budget tracking, expense follow-up, scheduling, and internal reporting.
- Coordinated with internal teams and external stakeholders to ensure timely delivery of project outputs.
- Collected, compiled, and organized background materials for meetings, workshops, and reporting.
- Supported preparation of summaries, presentations, and data inputs for management review.
- Maintained organized project files in line with established filing systems.

Coordinator

Lumiar School

3 months

- Coordinated academic and administrative activities, ensuring smooth daily operations.
- Prepared documentation, participant lists, schedules, and meeting materials.
- Supported communication and coordination between departments and external stakeholders.

Volunteering & Community Engagement

- Data Entry Volunteer — Al-Ghad Foundation for Dialogue and Development
- English Trainer — Icosomos Academy
- English Trainer — Online English Channels (Telegram)
- Team Leader — Management Team, Point World Conference
- Debate Organizer — “Apply of Me” Organization
- Certificate Production Volunteer — “Peace Be Upon Our Youth” Initiative
- Team Leader — IT Club, American University of Iraq, Sulaymaniyah

Soft Skills

- Leadership
- Public speaking
- Teamwork
- Ability to work under pressure
- Communication
- Training

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint) & Google Workspace
- Data Management & Analysis (SQL, Power BI)
- Data visualization and reporting dashboards
- Writing clear and concise reports, formal emails, and documentation

Core Competencies

- Programme and administrative support
- Budget follow-up and financial data analysis
- Reporting and documentation
- Coordination of trainings, workshops, and meetings
- Stakeholder communication and liaison
- Organization and filing systems
- Ability to meet deadlines