

# Abdulmalek Y. Ahmed

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Iraq, Duhok



@maleekyaqob



7 / 5 / 1998



I am competent in using computer including experience with word-processing, spreadsheets and database software. I Have Highly developed analytical and reporting skills and have excellent communication skills.

## WORK EXPERIENCE

### Jury Coordinator

Duhok IFF

11/2021 - 11/2021

#### Tasks

- Translator and interpreter;
- Follow up and check if the activities are going according to the plan;
- Supported the volunteers on the tasks when needed;
- Follow up on the plan.

### Data Collector / Volunteer

QRCS organization

12/2021

#### Tasks

- collected data from the field for FSL project;
- Data cleaning of the data collected;
- data analysis;
- interview with beneficiaries.

### Daily Worker

Rwanga Foundation

07/2020 - 08/2020

#### Tasks

- Checking and verifying materials before distribution;
- Explained the importance of the awareness campaign to the project beneficiaries;
- Taking pictures for the NGO website;
- Assisting team workers in the daily task;
- Daily update on the achievements and challenges to the project coordinator.

## Skills

Microsoft office

Quick learner

Translation

Communication skills

## EDUCATION

### Bachelor Degree: Languages, English Language

University of Duhok

11/ 2017 - 06/2021

#### Additional info

- I am one of the top three students in University of Duhok , College of Languages.

## WORK EXPERIENCE

### Volunteer

Rwanga Foundation

07/2020 - 08/2020

#### Tasks

- Prepare the COVID-19 awareness campaign materials before distribution;
- Distributed COVID-19 awareness materials in Duhok, Zaxo, Amedi and Batifa;
- Updating and reporting the project coordinator on the on-going tasks.

## CERTIFICATES

- Monitoring, Evaluation, Accountability, and Learning (MEAL) in Emergencies / Disaster ready.
- Monitoring and Evaluation Practices / Disaster ready.
- UX/ UI Training bootcamp / WeCode - Rwanga

## LANGUAGES

English: Full Professional Proficiency

Arabic: Full Professional Proficiency

Kurdish: Native or Bilingual Proficiency