

Salwa Mohammed Radhi
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Core Qualifications

- Cultural competency
- Report writing and presentation
- Critical thinking and analysis
- PC proficient
- Framework design
- Strong organizational skills
- Statistics and research analysis
- Team building and training

Qualification:

B.Sc. Of Chemical Engineering (Industrial Units Operation Branch),
University of Technology, (2006-2010).

Work Experiences:

Administrative Assistant Sanad for Peacebuilding (February 1, 2019 – Present)

- Maintain the required documentation for Sanad's procurement activities.
- Follow-up on the procurement cycle status.
- Archive the procurement documentation.
- Maintains employee information and database.
- Processing leave balance for Sanad's employees.
- Maintain and archive employee records and documents.
- Handling bookkeeping tasks for the executives.
- Maintain and update the executive team calendar.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Making travel arrangements for executives.
- Provide general administrative support.
- Monthly Procurement reports required.
- Monthly HR reports required.

Programs Assistant Sanad for Peacebuilding (August 10, 2018 – January 31, 2019)

- Coordinates both routine and more complex logistical arrangements for special events for programs in Iraq, including drafting invitations, monitoring RSVPs, and coordinating travel arrangements for participants/trainers when required.
- Supports program staff in completion of all event-planning requirements.
- Work closely with all staff in program coordination and implementation.
- Assist with the selection of program participants when tasked by the project team.
- Assist in communication efforts with program participants as needed.
- Provide oral/written progress briefings and attend meetings with managers and staff, as required.
- Maintains record management of program files and reports, including data entry and record keeping.
- Provides oral and written translation (Arabic-English and English-Arabic) when required in the course of duties, including drafting emails, reports, and documents using Word, Excel, PowerPoint
- Monitors and assists with maintenance of the project databases
- Assists in developing event budgets, travel requests and Develop, update, and edit various program documents as necessary.
- Coordinate program meetings, agendas, and scheduling of program activities.
- Compile weekly reports for review by the Program Officer.

Process Engineer/Crude Distillation Unit (CDU)

Dukan Refinery

(December 27, 2017 – February 1, 2018)

Kurd Oil Company

- Testing new processes
- Collecting data required to make improvements and modifications
- Using scientific principles related to magnitude, momentum, heat transfer etc
- Supervising plant operations
- Investigating and troubleshooting plant/process problems
- Scheduling and coordinating work to tight deadlines and within financial budgets
- Ensuring that equipment works to its specification and to appropriate capacities
- Assessing safety and environmental issues
- Liaising with installation/project engineers and specialists
- Ensuring safe working conditions and compliance with health and safety legislation.

Monitoring and Evaluation Officer

FHI360 organization (Family Health International)

(April 1, 2017 – September 1, 2017)

- Operational management of the various M&E activities and ensure the completion of all M&E activities;
- Develop and implement M&E systems and standard monitoring protocols for data collection, milestone setting and tracking, outcome assessments.
- Creating a feedback loop for sharing of monitoring data at different levels.
- Plan and conduct routine assessments that track, analyze, and report data useful for program learning and adaptive management;
- Analyze M&E findings, drafting and presentation of results.
- Analyze data using ODK.
- Engage with program and network staff to collect required data.
- Develop effective collaborations with various partners for monitoring, learning and evaluation as needed.
- Supervise data quality, data management and analysis.
- Working with partners to ensure data validity and quality.
- Design and deliver M&E orientations for staff.
- Assist in knowledge management, maintain files and databases.
- Ensure program monitoring and evaluation reports are produced on time with high quality.
- Produce observation and performance, monthly, quarterly and annual reports.

QC Engineer with Guaranty of Quality Company the exclusive agents in Iraq

(Global Quality Certification)

(May 2, 2016 – December 1, 2016)

British company

- Planning and directing activities related with development, application and maintenance of quality standards of automobile products
- Handling the responsibilities of implementing and monitoring quality plans
- Developing programs to evaluate accuracy and precision of production equipment and testing
- Gathering information and conducting training sessions on quality control activities
- Performing market research to meeting customer satisfaction
- Maintaining proper record of tested products

Project Coordinator

Baghdad Women Association (BWA)

(July 21, 2015 – February 28, 2016)

To lead and support the (Tassawi Program) which is funded by FHI360 organization and the U.S .Department of State's Bureau of Near Eastern Affairs

- Coordination with the churches and camps of the displaced and the relevant authorities.
- Organize everything related to the project, time and curriculum lectures, as well as evaluating the performance of the participants and teachers and provide monthly reports with all details about the field visits, lectures and the evolution of the program step by step.
- Financial matters for the project, which includes salaries and wages of transportation for participants.

- Coordinate the graduation ceremonies and deliver the certificates.
- Organize all things that pertain to the project details, which include emails and provide all the lectures accessories, as well as tables of attendance and absenteeism and causes.

Data Entry

The Independent High Electoral Commission (IHEC) in Iraq and Kurdistan (April 2013 – April 2014)

- Entering citizen data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

Materials Inspector

Dar Altaraz for Textiles Research/Ministry of Industry and Minerals (March 11, 2011 – July 1, 2012)

- Supervise and monitor production work to ensure quality in every aspect of work.
- Punch list clearance for final documentation.
- To do final inspection for hydro test and compiling test packages.
- Ensure that the quality plan has been followed accordingly.
- Record and compiling quality records and prepares Manufacturer Data Reports as per requirement.

Certifications:

- Have a certificate of achievement in Conflict series - 1. What is a conflict? from United Nations Institute for Training and Research (UNITAR)
- Have a certificate of achievement in Conflict series - 2. Conflict analysis from United Nation Institute for Training and Research (UNITAR)
- Have a certificate of achievement in a workshop on Validating Standard Operating Procedures (SOPs) for Prevention and Response to Gender Based Violence (GBV) in Humanitarian Settings from United Nation Population Fund (UNFPA).
- Have a certificate of achievement in a workshop of "Role of Social Media in Peacebuilding & Democracy" from Swedish Institute in Alexandria and Iraqi Social Media Foundation.
- Have a certificate of achievement in Auto CAD from Al-Khalid Cultural Institute.
- Have a certificate of achievement from (Global English Institute).
- Have certificates of achievement in English language via Alison Online learning.
- Have a certificate of achievement in employability skills from Iraqi Al-Mortaqa Foundation for Human Development.
- Have a certificate of achievement in Kurdish language from Un Ponte Per Organization (UPP).

Skill abilities:

- Professional use of Microsoft Office including Word, Excel, Power point.
- Professional use of KoBo and ODK for data analysis.
- Professional use of internet.
- Corresponding via e-mails.

Language:

- Arabic (mother language).
- English (very good speaking, reading, writing & understanding)
- French (good speaking, reading, writing & understanding).
- Kurdish (good speaking, reading, writing & understanding).