

## MS. NOOR HASSAN

### OBJECTIVE

Directing all potentials, skills and gained experience towards  
Fulfilling the allocated scope of work and developing the various  
expertise and skills meanwhile.

---

### SKILLS & ABILITIES

1. Effective interpersonal communication, decision making, facilitation and presentation skills with persuasion abilities.
2. Ability to manage and ewprioritize multiple responsibilities.
3. Excellent organizational skills with ability to take initiative, proactive and self- directed individual.
4. Ability to respond effectively to time sensitive demands and inquiries.
5. Accuracy in working with large amount of data and under pressure.
6. Proficiency in using Microsoft office suit.

---

### EXPERIENCE

#### **PROJECT TAT (TECHNICAL ASSISTANCE TEAM) COORDINATOR, ASSISTANT – EU FUNDED PROJECT, SICI DOMINUS COMPANY**

Dec. 2015 - June 2018

1. Participate in implementing a unified monitoring plan to establish a unified monitoring system which is accessible to the beneficiary at both Federal Government represented by (PMAC, Prime Minister Advisory Commission, MoP, MoWR,. MOCHMPW, MoHEnv) and the Local Governments level of (Baghdad, Sulaymaniyah, Erbil, Karbala, Babil, Najaf, Thi Qar, Muthana, Maysan and Basra governorate).
2. Participate in coordination with the project TAT and the benefeciary for establishing and nominating working teams representing the concerned ministries and directorates on the proventioal level as per a preprepared selecting citeria.

3. Coordinate and Implementing activities at provincial level including translation and distribution of training material, capacity building programs for the governorates working teams oversee their allocated tasks.
4. Engaging with government officials and governorates working teams in cooperation with the project TAT a liaison officer to raise awareness and presenting materials for explaining mechanism of action and different levels of access to the information included in the monitoring system in order to deliver a better service to the citizens.
5. Maintain an organized strategy of communication, implementation and following up project milestones progress between both the funding entity and the beneficiary in addition to the project implementing TAT.
6. Participate in coordination with the TAT in Answering and delivering EU auditing questionnaires and progress reports.
7. Participate in contracting processes.
8. Providing all project required procurements as per regulations and instructions.
9. preparing project activities working plans and forecast in coordination with the project supervisor and the project TAT.
10. Responsible of all project administrative related procedures.
11. Meetings in coordination with the project TAT with prospective NGOs and Civil Society organizations in the governorates concerning some of the project related activities.
12. supervise the implementation of all related workshops, meetings on the local governments level.
13. Instant translation during meetings, workshops and conferences.

**TECHNICAL ADVISOR, STARS ORBIT AUDITING COMPANY (IOM IMPEMENDED  
NFI (NON FOOD ITEM) PROJECT)**

June 2018 – Dec. 2018

1. Participate in Monitoring and Evaluation of the project as a part of the auditing technical team.
2. Participate in providing technical advisory service through establishing action plans for auditing purposes on the local government level for the project implemented activities.
3. Coordinate the communication strategy between the beneficiary represented by the local governments in (Anbar, Baghdad, Salahaldin, Kirkuk Governorate) and the auditing company teams located at these governorates.
4. Participate in coordination with the technical auditing team in preparing project monitoring reports.

---

**EDUCATION**

**BAGHDAD UNIVERSITY – IRAQ- BACHELORE IN BIOLOGY**

Graduated with honor as one of the top 10 graduates.

---

**LANGUAGES**

1. Fluent English.
2. Good speaking skills in Turkish

---

**TRAININGS**

1. IT (Microsoft Suit)
2. GIS (Geographic Information System, Basic)

---

## REFERENCES

### **[REFERENCE NAME]**

1. Mr. Mathieu Goodstein European Union Commission Attaché  
Email: Mathieu.goodstein@eeas.europa.eu  
Phone Number: +962 797 306 673
2. Mr. Leonardo Gonzales: Project Manager at SICI Dominus Consortium of Spain  
Email: leonardo.gonzalez@sicidominus.com  
Phone Number: +34 637709281
3. Mr. Francisco Gonzales: Business Development Manager at Isotrol Company  
Phone Number: +34 6477 32911

Other Contact information are available upon request.