

Zobaida Sabah



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Iraq, Erbil, briyti
9/May/1992
Single

EDUCATION

2014 BA in management & economy University of Anbar, Ramadi.

2020/ Certificate in the TOEFL English language test

LANGUAGES

Arabic	Native
English	C2
Kurdi	B1
Turkish	A2

MOST PROUD OF

Effective Communication
Planning
Case Management

TRAININGS

Training course in the prevention of exploitation and sexual abuse
Training course in Gender Equality.



SUMMARY

Organized, detail-oriented Social Worker with more than 2 year's of experience assessing the needs of vulnerable families, supporting, and representing adults and children and developing care plans. Confident and trustworthy Administrative with a client-focused demeanor. Strong background in providing administrative and finance support in busy office environments. An expert communicator who is known for multitasking and completing the assigned tasks within the deadline.



WORK EXPERIENCE

2020-2021

WPE Social Worker – IRC / Anbar – Ramadi

During my time here I've been:

- Provide age-appropriate case management to survivors of GBV in line with WPE Case Management guidelines; including assessment of client needs, basic crisis counseling; supporting clients in developing a plan to address their individual needs and safely implementing this plan; support to clients in accessing services from other providers as per their wishes.
- Support in facilitating WGCC activities and psychosocial support group sessions to vulnerable women and girls, and participate in community mapping/safety audit sessions to identify any general protection/GBV concerns from women and girls
- Document and store all case management information and survivor data confidentially and securely, ensure any sharing of survivor information is done with the survivor's informed consent and in-line with best practice as part of the referral procedure

2019 – 2020

Administrative AL-AZRA organization / Erbil

During my time here I've been:

- Organizing administrative and logistical aspects of office activities and events, including workshops, meetings and book the meeting rooms accordingly.
- Creating, updating, and maintaining records and databases.

2018-2019

Accountant – DARYA Company / Sulaymaniyah

During my time here I've been:

- preparing accounts and tax returns
- administering payrolls and controlling income and expenditure
- auditing financial information
- compiling and presenting reports, budgets, business plans, commentaries and financial statements



PROFESSIONAL SKILLS

Critical thinking – Managerial skills – Relationship management – Problem-solving - Computer skills (MS office word – excel – power point - outlook) – Leadership skills – Organization – Interpersonal communication – Collaboration – Time management – Empathy
Satirical and analytical skills –internet - email