

# Taif Arsalan Saeed

Baghdad. Iraq

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D.O.B: 29 May 1992

Nationality: Iraqi

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## QUALIFICATIONS

### *Humanitarian Aid Project Assistant & Data Entry Professional*

A professional driven by humanitarian projects with a proven ability to collect and manage information efficiently and accurately, and a strong desire to work hard and perform well. Skilled in planning and organizing with the ability to complete tasks on deadline. An independent worker who successfully meets the challenges of a fast-paced environment providing data entry and administrative support to a large department. Sound knowledge of database management tools and data entry technologies. Over three years' experience successfully performing a number of data entry and clerical tasks. A proven track record of efficiency and accuracy in managing multiple functions, solving problems, maintaining confidentiality, and producing quality work.

## STRENGTHS

- |                       |                       |                                |
|-----------------------|-----------------------|--------------------------------|
| ◆ MS Word             | ◆ Data Entry Speed    | ◆ Operational Efficiency       |
| ◆ MS Excel            | ◆ Data Accuracy       | ◆ Cross-Cultural Collaboration |
| ◆ Outlook             | ◆ Confidentiality     | ◆ Reliability                  |
| ◆ PowerPoint          | ◆ Problem Solving     | ◆ Multi-Tasking                |
| ◆ Data Collection     | ◆ Attention to Detail | ◆ Project Adaptability         |
| ◆ Database Management | ◆ Self Motivated      | ◆ Graphic Design               |

## EDUCATION

INSTITUTE OF FINE ARTS DEPARTMENT OF GRAPHIC DESIGN BRANCH-DIPLOMA 2012  
IRAQ-BAGHDAD

## EXPERIENCE

DATA ENTRY TECHNICIAN/PROGAM ASSISTANT,  
*International Relief and Development (IRD), Amman, Jordan*

**2.2014 – Present**

- Support the Health Outreach Services for Iraqi and Syrian Refugee (HLLN4/HSISR I/HSISR II) programs through various tasks and responsibilities.
- Assist in preparation and participate in monthly meetings to evaluate program performance with project volunteers, coordinators, and program managers.
- Enter sensitive beneficiary data into internal and the external UNHCR's Refugee Assistance locations Information System (RAIS)
- Prepared documents for data entry by verifying, updating, and correcting source documents.
- Routed data to appropriate staff, researched and retrieved requested data, and performed daily control functions efficiently and professionally.
- Maintain complete activity logs and prepare reports
- In the history of 01. Sep.2016 and the transition to professional status HSISR II Data Monitor and Data Management.
- In the history of 01. Oct.2017 and the transition to professional status HSISR II Data Monitor, Data Management & Monitor and Evaluation (M&E)

VOLUNTEER FACILITATOR/ASSISTANT

**United Nations Population Fund (UNFPA)**

**8.2009-8.2012**

- Assisted program set up and operation for a program aimed at educating young people on civil values and life skills workshops.
- Traveled throughout the country and performed duties, responsibilities, and additional tasks at numerous site.

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## **PROFESSIONAL DEVELOPMENT**

Cycle YEA / Statistical Training Center of Jordan

***United Nations Fund for Population UNFPA***

Cycle Pioneers of Youth

***United Nations Fund for Population UNFPA Iraq – Erbil 2010***

Cycle Capacity Building of the Knights

***Knights Hope Center for Studies and Training –Baghdad 2011***

A certificate of appreciation from the Directorate of Youth Babylon / Connie you lecturer for courses Calculators for ages 15 years and older.

***Youth Babylon-Baghdad 2010***

Certificate of participation for contribution to the festival in 2012

***Institute of Fine Arts-Baghdad 2012***

Certificate of participation; youth ministry, teacher volunteered to work for computer courses

***National Center for Voluntary Work-Baghdad 2012***

Worked lecturer for courses in programming

***Almarrfah National Institute 2010-2012***

## **REFERENCES**

Available on request