

Mina Haqi Ismael

3 years (overall) experience in dealing humanitarian & development programs, 2 years exclusive experience of **planning, implementing and monitoring** integrated income generation projects & Livelihoods, protection, Cash Transfer Programming, development projects with a thorough understanding and proven application of humanitarian principles

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Experience

(December 2020 – Present) – Part time

Field Coordinator

People Demand Change Inc. (PDC) IBTCI - USAID, Iraq

Iraq Monitoring and Evaluation Project (IMEP)

- Responsible for managing data collection and data verification activities in Iraq
- Coordinate field activities as the interviews and the data collections
- Train data collection(numerators) staff and field monitors
- Verify collected data by field Monitors.
- Ensure accurate data is submitted on time and according to requirements
- Traveling across the country to join the monitoring site visits
- Summarize all the IP awards and develop a brief of each activity that will implement by the IP and disaggregate the categories per sector and sub sectors.
- Review the monitoring tools per sectors and the questions and translate it to Arabic
- Purchasing the office needs and preparing the financial documents for the drivers
- Do preparation before each site visit with the FMs and contact the IP and check the security situation and facilitate crossing the check points to reach the sites on time
- Conducting a monitoring site visit and conduct the interviews as (IP, FGD and KIs) and collect the data from the site and the required documents, photos and write a report of the site visit and answer the comments of the reports
- Work on the preparation of each IP workshop each 6 months.

Highlights

- Problem solving skills and willingness for new experiences.
- Excellent interpersonal skills, including emails, word processing and spreadsheets.
- Self-motivated and able to work well under pressure.
- Working independently with minimal supervision.
- Strong analytical ability and knowledge of project objectives
- Ability to handle responsibility and work individually or with team.
- Well organized and top prioritizing skills.
- Ability to work with multiple parties to ensure proper communication.
- Eagle eye to monitor all details and standards.
- Result driven mindset.
- Analytical capacity to manage compliance issues and assist other staff in ensuring the implementation of activities.
- Remain flexible in order to adapt to changes in work environment.

(November 2020 – November 2021)

Demand Planning and Logistics Coordinator

Super Master Technology LTD, Iraq - Erbil

- Facilitate the shipping of products from one destination to another, generally different countries.
- Prepare and present reports by Al-Ameen Accounting System (Daily, Weekly and Monthly) to the other department and higher management that represent sales, stock and tracking the shipments.
- Coordinating transportation providers to ensure prompt and proper movement of shipments, with little to no delay.
- Reviewing purchase orders and shipping documents (Performa invoice, Commercial invoice, packing list and Air bill way) to ensure accuracy.
- Manages activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met.
- Makes sure warehouse capacity is kept at optimal levels.
- Continually reviews freight costs, transportation rates, and/or the prices of materials to keep costs down where possible.
- Assist logistics coordinator, warehouse specialists, and other team members when needed to meet schedule.

(March 2020 – November 2020)- Volunteer

Human Resource and Admin Assistant

The Swedish Development Aid Organization (SWEDO), Iraq - Erbil

- Employee database updating, filing and document archiving.
- Support all internal and external HR related documents (translating, typing, copying, and scanning).
- Maintain digital and electronic records of employees (Tracking fingerprint system).
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Making Employee amendments and Approvals.
- Updating employment records related to hiring, transferring, promoting, and terminating on daily basis.
- Diary management and arranging appointments, booking meeting rooms and conference facilities.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.

Education

Medical Laboratory Technology-
Polytechnic University
2020 Bachelor's Degree in Lab
Technician.

Languages

- Kurdish (Native)
- English (Fluent)
- Turkish (Fluent)
- Arabic (Advanced)

Computer Skills

- Microsoft Office Package.
- Social Media knowledge.
- B2B System (Booking, searching for price, name, hotel rate, Transfers and Sightseeing).
- Al-Ameen Accounting System.
- VOLT HRMS system.

(January 2019 – March 2020)- Part time

Warehouse Assistant

Yapi Kim (Construction Chemicals), Iraq - Erbil

- Preparing database and transferring data from paper formats into computer database systems for data entry
- Entering data from various branches into database and checking to ensure the accuracy of the data that has been inserted for chemical materials (Health insulation plate adhesive, Ceramic adhesive, and Tile adhesive)
- Responding to information requests from authorized members
- Testing new database systems and software updates.