

Resume

Nancy Dhafer Louis

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Objective

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

Education

- Control and Computer Engineering Department in 2014 from Technology University.

Work Experience

- **Administrative Collaborator at the Embassy of Italy.**
 - Translation Documents (Arabic-English and vice versa).
 - Collaborator with the Economic and Political/ press office.
 - Arranging and organizing meetings of the Embassy.
 - Present daily reports on the political and economic situation and translate them into the English.
- **Project Manager Assistant at Rebuilt Iraq Recruitment Program (RIRP) (Nov.2016 – Present)**
Duties: (Education and Wash project Manager Assistant)
 - Collect and manage all essential beneficiary documents from site engineers.
 - Scan copy and archive beneficiary data.
 - Manage photographs (before, during and after) including GPS information of all projects.
 - Receive email and telephone calls regarding work in progress.
 - Capacity development for achieving the Education for All goals.
 - Identify appropriate strategies for UNICEF education needs and other projects, with support from the team, develop, implement and monitor quarterly, monthly and weekly activity plans to achieve expected results. This includes planning of activities; under the supervision of Project Manager ensure that all planned activities are implemented on time, within the budget, according to quality standards and as per the monthly plan.
 - Assist with monitoring of the program and partner implementation for program quality.
 - Ensure that all program data is properly and regularly collected by field staff, check data and ensure that it is logically presented to the team and the manager.
 - Transmitting this information to the project manager for possible solutions and responding appropriately.
 - Attend meetings.

- Send daily and weekly reports regarding all project sites to project manager and high management.
- Upload all information regarding the projects on activity info program.
- Assist with the implementation of the education project according to the plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- To assist in the implementation of education activities under direction of the Education Officer
- Supervise education incentive staff and provide support to them in line with program objectives
- Provide support to formal schools and volunteers in line with UNCIEF quality standards

- Monitoring & Evaluation Unite at Relief international Organization (Jun.2016-Oct.2016)

Duties:

- Collect and manage all essential beneficiary documents from site engineers.
- Scan, copy and archive beneficiary data
- Receive email and telephone calls regarding work in progress
- Transmitting this information to the project manager for possible solutions and responding appropriately.
- Send daily and weekly reports regarding all project sites to project manager and high management.

- Associate Engineer in the Department of credits at the Union Bank of Iraq (Jun.2014 – May.2015)

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- Admin & HR assistant, Monitoring & Evaluation staff at Mercedes –Benz (Iraqi automotive Trading). (May.2015 – May.2016)

- HR assistant at Asr AL.Tanmiya Company. (May.2015 – May.2016)

- Assist in hiring process such as HR documents preparation, signing and filling, orientation scheduling and coordination.
- Responsible for making sure that all documents for personnel and job files are saved including recruitment documents, CVs, contracts, timesheets, employee data sheets, and performance evaluations.
- Keep track of needs on printing staff I.D. cards.
- Follow up with staff.
- Scan copy and archive beneficiary data.

Languages

- Native Arabic
- Fluent English
- Native Christian

Qualifications & Skills:

- Microsoft Office
- Web surfing
- E: Mail follows up and prepares Memos
- Support/Build the capacity
- Translation of documents, local economic newspapers and translation of contracts.

