NOOR Raad

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Baghdad\Iraq

Education

* BA Political Science\ University of Baghdad
* Graduated 2008-2009

Reference

* Available on request

Work history

British Institute of Language 2018-2019

Administrative

Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.

Providing real-time scheduling support by booking appointments and preventing conflicts.

Screening phone calls and routing callers to the appropriate party.

Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.

Greet and assist visitors.

Maintain polite and professional communication via phone, e-mail, and mail.

Anticipate the needs of others in order to ensure their seamless and positive experience.

4Seson company 2015-2017

HR Assistant

* Support all internal and external HR related inquiries or requests.
* Maintain digital and electronic records of employees.
* Assist with the recruitment process by identifying candidates,-
* issuing employment contracts.
* Maintain calendars of HR management team.
* Coordinate training sessions and seminars.
* update records of new staff.
* Process payroll and resolve any payroll errors.
* Complete termination paperwork and exit interviews.
* Keep up-to-date with the latest HR trends and best practice.

USAID\Foras 2013-2014

M&E Coordinator

* view and check applications and supporting documents
* code and process applications into required electronic format
* scan documents into database
* audit on-line applications for accuracy and completeness
* load information onto prescribed databases
* maintain complete activity logs and prepare reports
* respond to requests for information and statistics
* retrieve and present required information in various formats
* manage application changes
* communicate with applicants telephonically and in person
* provide guidance and information on application requirements

USAID\Tijara June, 2011- Dec, 2012

M&E Coordinator

* Facilitating the development, adoption, maintenance, and use of information management systems that support program planning, monitoring, evaluation, and reporting. .
* Assisting with data collection, database management, and production of project monitoring reports.
* Providing support to ensure the consistency of tools, sampling frameworks and methodologies used as well as timelines, reliability and accuracy of any monitoring and evaluation reports.
* Coordinating external program M&E activities, including special field assessments.
* Maintaining a reporting system to track the progress of assessments and evaluations, including actions emanating from them.
* Organizing and maintaining an accurate filing system for project monitoring and evaluation documentation. Filing will be kept up to date, accurate and easily retrievable.
* Consolidating quantitative and qualitative project performance management and impact data.
* Contributing to drafting of progress reports, maintenance of organized records of past activities, tracking of performance systems, and collection of periodic reporting documents.
* Facilitating periodic meetings to coordinate inputs to project monitoring, evaluation, and reporting. Such meetings may include project component staff and M&E personnel of implementing partners.
* Other responsibilities as required by the Monitoring and Information Management Unit.

4Pointdol Company Jan, 2011-May, 2011

Office Assistant

* Organizing workshops including printing materials calling and e-mailing the participant's re-cording the workshops by videos and photos, documentation all that and reporting it to the management.

Qualification and Experience

* Good in written and spoken English.
* More than 2 years' experience in M&E work and responsibilities.
* Excellent on MS Office.
* Ability to maintain a database.
* Excellent in MS office skill.
* Good in the use of spreadsheet (MS excel – MS access).
* Experience in data collecting, analysis and reporting.
* Strong communications and interpersonal skills.
* Good organizational and record keeping skills.
* Ability to use the internet.

Key Competencies:-

* Problem solving ability
* Attention to detail
* Flexibility
* Accuracy
* Teamwork
* Reliability