

Auraz Hakeem

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Objective

I have excellent communication skills with stakeholders from different countries and NGOs worldwide. My experiences include training and exchange programs, seminars, and conferences. My main areas of expertise are communication, peacemaking, social operations, public relations, climate change, coordination, logistics, and project management. I am an ambitious and enthusiastic job seeker.

Education

Bachelor of Technology from the University of Basra 2020

Certificate in Accounting and Computer (9-month course) | Erbil, 2016

Excel, PowerPoint, and Access

Diploma in English Language | British Institute of Languages and Translation, Erbil

Job Experience (9 years):

Fleet Management , INTERSOS Organization - Erbil 2023-01-07 To 2024-11-30

Excellent knowledge of the area, geography and conflict dynamics.
Oversee the performance of all commercial vehicles and related assets.
Route planning and maintenance operations.
Control costs, increase profitability and reduce risk.
Facilitate workflow as much as possible.

Paramedic, Physicians Across Continents (PAC) – Turkey 2022-06-01 To 2022-12-31

Conducted patient assessments to determine the nature and severity of their conditions.

Provided first aid to patients with minor injuries and ailments, such as cuts, bruises, and headaches.

Treated a wide range of injuries and ailments, including bone fractures, burns, insect bites, and allergic reactions.

Administered medications to patients, including pain relievers, antibiotics, and antihistamines.

Maintained accurate and complete records of patient care, including medical history, diagnosis, and treatment plan.

Volunteer Administrative Assistant, The Humanitarian Relief, Human Rights and Freedoms Authority (IHH) - Syrian Refugee Camps, Turkey 2022– 01-10 To 2022-05-30

Assisted in the day-to-day operations of the field project offices.

Managed field office leases, including lease contracts, legal agreements, inventory, assets, and maintenance.

Ensured maintenance and renewal of operational services and contracts for field offices.

Ensured timely payment of operational costs such as rent, service charges, utilities, and organizational memberships.

Assisted in the onboarding and installation of new employees, including handling personnel matters.

Event Planner, Earth Day, Alliance for Humanity (INGO) - Kirkuk 2022-01-03 to 2022-01-06

Coordinated and planned the Earth Day event held at Time Center Mall in Kirkuk.

Secured funding from a major oil company for the event.

Organized and prepared major activities aimed at raising awareness among youth to protect and support the environment.

Promoted long-term ecological sustainability through the celebration of International Earth Day.

Social Worker, RAH (Reach) Local NGO – Erbi 2021-01-09 To 2021-12-30

Provided ongoing services to children in substitute care, meeting specific needs using appropriate resources to help reunite families or create permanent care plans.

Initiated legal action and testified in court to achieve protection or permanent placement plans for children.

Documented case records by completing forms, narratives, and reports, ensuring a detailed written record for each client.

Developed and maintained effective working relationships between Child Protective Services staff and law enforcement officials, legal resources, medical professionals, and other community resources.

Investigated reports of abuse/neglect to children, assessing current or future risk by interviewing parents, family members, and others.

Interviewed and examined children, assessed home environments, and gathered pertinent information from various sources.

Performed additional duties as assigned to maintain unit operations.

Logistics Assistant, Kurdistan Economic Development Organization (KEDO) - Erbil 2020-01-09 To 2020-12-30

Ensured that procurement was processed and documented accurately and promptly, as outlined in the Field Procurement Manual.

Managed and maintained procurement record systems effectively.

Oversaw the use of the in-box electronic procurement system.

Handled purchasing and ensured systems were in place to track maintenance schedules, fuel usage, and vehicle scheduling as outlined in field fleet management guidelines.

Maintained service contracts.

Implement local procurement (RFQ and direct purchase) of goods and services in relation to Kurdistan Economic and donor requirements and ensure that the line manager is aware of any issues related to the quality or availability of items to be purchased

Logistics Assistant , Secours Islamique France (SIF) - Erbil 2019-01-08 To 2019-12-30

Maintain accurate records of all logistics activities, including shipment tracking, delivery schedules, and inventory movements.

Prepare reports and provide analysis of logistics operations to senior management.

Identify potential risks in logistics operations and develop contingency plans to address any disruptions in the supply chain.

Conduct regular performance reviews and training sessions to ensure team members are equipped with the necessary skills and knowledge.

Monitor the performance of vehicles and carriers, ensuring compliance with safety, regulatory and environmental standards.

Develop and maintain relationships with third party logistics providers, shipping companies and other suppliers to ensure reliable service.

Analyze logistics data to identify opportunities for cost savings, reduce transit times, and improve service levels.

Follow up on payments from all suppliers and collect all necessary supporting documents from them such as receipts and delivery notes. Ensure that all originals are available at the coordination office before making any payment.

Logistics Officer , Kirkuk Children Care Center (KCCC) - Kirkuk 2017-01-03 To 2018-12-30

Monitor the performance of vehicles and carriers, ensuring compliance with safety, regulatory and environmental standards.

Analyze logistics data to identify opportunities for cost savings, reduce transit times, and improve service levels.

Handling any claims or disputes relating to shipments, damages or delays

Identify potential risks in logistics operations and develop contingency plans to address any supply chain disruptions.

Resolve transportation, delivery and logistics challenges promptly to maintain zero errors

Develop and maintain relationships with third party logistics providers, shipping companies and other suppliers to ensure reliable service.

Follow up on payments from all suppliers, control all documents required from them such as receipts and delivery notes. Ensure before making any payment that all original copies are in the office if this happens

Logistics Assistant , We are Humanity (WAH) Local NGO – Erbil 2016-01-05 To 2016-12-30

Ensured that procurement was processed and documented accurately and promptly, as outlined in the Field Procurement Manual.

Managed and maintained procurement record systems effectively.

Oversaw the use of the in-box electronic procurement system.

Handled purchasing and ensured systems were in place to track maintenance schedules, fuel usage, and vehicle scheduling as outlined in field fleet management guidelines.

Maintained service contracts.

Develop and maintain relationships with third party logistics providers, shipping companies and other suppliers to ensure reliable service.

Languages:

Kurdish: Native language :

English: Good

Arabic: Fluent

Turkish: Good

Turkmen: Very Good

Spanish: Basic

Skills:

Proficiency in local dialects and languages

Smart communication skills: auditory, verbal and gestural

Proficiency in using electronic programs

Ability to work under pressure

Strong challenge and achievement skills to achieve success in the work

Delivering accurate training in schools or other educational institutions

Project planning and implementation

Coordination with organizations and third parties

Effective team and individual working skills

Contract documentation skills

Ability to work and communicate effectively with gender and children

Problem solving

Client management

Experience in humanitarian sectors

Risk management

Sharepoint

Contextual knowledge of the assignment area.

Confidentiality, integrity and prevention of conflicts of interest

Knowledge of planning, scheduling and problem solving

Proficiency in using Odoo to manage logistics and inventory operations.

Oracle Supply Chain Management (SCM)

Microsoft 360+

Trainings and Volunteer Work

Save the Children:

Child resilience training

Youth resilience training

Early childhood education (ECCD)

Positive Education Program (TOT)

Literacy education (TOT)

Case management training

Education in emergencies

Security safety course

Issue, learning, and observation course

Learning and well-being in an emergency

Education course in the context of crises War Child Organization:

Case management and child protection information management system

Preparation course for child protection, psychosocial support, and alternative care staff

Professional Project Management (PMP) Training: Capacity building (Pro AfemsseiroincaalIntrOaiSnHerAspcroepmapraatnioynfcoorucrasep) NRC:

Training of trainers course (TOT)

MSMEs in Business and Small Business Project Management Future Youth Ambassador Organization:

Field assistant to raise awareness of cholera in Basra (9/6/2021)

Financial inclusion GIZ

Organization:

Educational course in Excel (via Microsoft Teams, week-long, 10/11/2022)

Educational course on how to write a CV (via Microsoft Teams, week-long, 16/11/2022)

Introduction to security and personal safety (via Disasterready.org, in collaboration with Save the Children, 22/11/2022)

SHO (Charité Humanitarian Organization):

Volunteered helping children with special needs (autism) learn letters and writing (Mosul, week-long, 25/11/2022) INTERSOS and UNHCR:

Worked at a conference to renew the Iraqi citizenship certificates for the displaced in camps and villages (week-long, Erbil, benefitted over five thousand people, 5/6/2023)

References:

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