

# Yaman Haji Sulaiman

Field-Focused MEAL & ICT Specialist | Informatics Engineer

Expert in Data Systems, Programming & Mobile Tools

5+ Years in Humanitarian Operations

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Results-driven MEAL and ICT Specialist with over 5 years of experience in the humanitarian field, combining a strong background in informatics engineering with field-level implementation of monitoring and evaluation systems. Proven expertise in designing and managing digital data collection tools (Kobo, ODK), data analysis using Power BI and Excel, and training field teams. Skilled in programming and database management, with a track record of supporting decision-making through accurate, timely, and actionable data. Known for adaptability in insecure environments, attention to detail, and a hands-on approach to solving field-level data challenges.

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## PROFESSIONAL EXPERIENCE

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**Shafak Organization, Idlib • MEAL Assistant**

08/2020 – Present

As a MEAL Assistant at Shafak Organization, I lead and support the implementation of monitoring and evaluation activities at the field level across various humanitarian projects. I design and manage digital data collection tools using Kobo and ODK, ensuring alignment with project objectives and contextual field needs. I conduct regular field visits to monitor activities, collect feedback, and provide comprehensive reports that inform project adjustments and decision-making.

I analyze large volumes of data using Excel and Power BI to generate actionable insights, and routinely train and supervise field enumerators and MEAL staff on tool usage and data quality standards. My role also involves ensuring accountability through follow-up with beneficiaries and managing feedback and complaints mechanisms. I leverage my informatics engineering background and programming experience to develop efficient systems for data flow, storage, and validation. Known for my ability to work under pressure in insecure environments, I consistently ensure accurate, timely, and context-relevant information is delivered to project management.

**Aleppo University in the liberated areas, Aleppo • Student Affairs Officer**

08/2019 – 05/2020

was responsible for managing student records and overseeing data related to enrollment, academic progress, and personal information. My duties included updating digital databases, organizing student files, and coordinating with other departments to ensure data accuracy and accessibility. This role developed my skills in database management, administrative coordination, and student information systems within a higher education setting.

**SFY , Idleb • MEAL Assistant**

08/2018 – 08/2019

At SFY, I supported the implementation of monitoring and evaluation systems for humanitarian projects, focusing on information management and digital data solutions. I was responsible for developing XLS-based survey forms, managing data workflows, and reviewing data tools for quality and accuracy. I worked closely with field teams to clean and organize collected data, ensuring its readiness for analysis and reporting. My contribution helped improve the consistency and efficiency of M&E processes within the organization, leveraging both my technical background and field knowledge.

**Shafak Organization, Idleb • MEAL Daily Worker**

05/2018 – 08/2018

In this role, I assisted in verifying field data and generating initial reports used by the M&E department. I participated in field monitoring of project activities and provided input on the usability and appropriateness of data collection tools in relation to project objectives. I contributed to daily reporting on activities and data entry processes, supporting the overall quality and reliability of field data collection. This experience strengthened my understanding of humanitarian fieldwork and real-time data verification under tight timelines.

**Welthungerhilfe, , Idleb • Team Leader (Daily Worker)**

03/2018 – 05/2018

As a Team Leader, I coordinated field distribution activities within camps, under the supervision of the project officer. I developed daily operational plans, ensured the accuracy of distribution lists, and liaised with camp administrations for effective aid delivery. My responsibilities included selecting suitable distribution points and supervising team operations during field tasks. This role allowed me to practice leadership in field logistics and community coordination in complex humanitarian settings.

**Teacher's Training Institute, Examinations Section, Idleb • Data Entry**

01/2017 – 01/2018

I worked in the examinations department handling high-volume data entry tasks related to student assessments. My responsibilities included entering test results into digital systems, verifying accuracy, and maintaining data confidentiality. This role enhanced my attention to detail, typing speed, and ability to work under deadlines, while giving me early experience in structured data systems and educational administration.

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## EDUCATION

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**B.Sc. in Informatics Engineering • Sham University, Azaz, Aleppo**

Graduation Year (2021)

**B.Sc. in Nursing • Aleppo University (Liberated Areas), Idleb**

Graduation Year (2021)

**B.Sc. in Design & Production Engineering • Tishreen University, Latakia** Completed 3 years, not graduated

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## **pCertifications & Trainings**

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**Data Handling Skills Using Power Pi • Roshd Uni**

**M&E Training • DisasterReady**

**Android Development • Udacity (One Million Arab Coders)**

**Safety and Security • DisasterReady**

**Accountability • Bousla Training**

**Teaching Methods • Takaful Al Sham**

**Classroom Management • Directorate of Education in Azaz**

**ICDL (International Computer Driving License) • Imaar Foundation**

**GBV (Gender-Based Violence) Training • MRFS**

**Mobile Maintenance • Children of One World**

**Wastewater Treatment • SECD**

**Advanced Excel • Imaar Foundation**