

CURRICULUM VITAE

Name: Noor Alaa Nasraldin Hamawandi

Date of Birth: April 16th, 1993

Gender: Female. **Nationality:** Kurdish-Iraqi. **Marital status:** Single.

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Scientific Qualifications:

Bachelor's degree in English Language and Literature/College of languages,
English department/ Salahaddin University, Erbil/Iraq 2014-2015.

Personal Skills:

- Demonstrated attention to details, following procedures, meeting deadlines, solving problems independently and cooperatively.
- High awareness to be committed with a code of conduct of a project execution coupled with the ability to respond to many new and unpredictable challenges.
- Ability to handle work pressure conditions with a flexible trait while enjoying team-working spirit as a team working, and Effective communications skills, and receptive to new work environments.
- Motivational leadership ability to engage team brainstorm and critical thinking analysis to solve problems and develop their communication skills.
- A potential to work in a way that is discreet and maintains confidentiality of the companies and organizations.

Work Experience:

2023-Present: Almas Group Logistics: Operation Specialist

- **Shipping and Operation:** Successfully managing end-to-end handling of containers and break bulk shipments challenges, including RORO and machinery, ensuring timely coordination and minimal delays.
 - A. Maintaining contact with brokers to ensure task completion and timely action, contributing to faster clearance and reduced risk of demurrage.
 - B. Providing real-time updates to the sales department on shipment delays and release issues, helping to manage client expectations and support delivery planning.
 - C. Coordinating with sales teams to collect, organize all shipment documentation, delivering complete and error-free custom papers to the client.
- **Operation Accounting:**
 - A. Tracking and analyzing container lifecycle data (demurrages, detentions, and local charges), that identify root causes and prevent recurring delays.
 - B. Maintain strong communication with accountant department to prevent the company from any loss through providing them daily updates credit logs, reconciling payments charge justifications.
 - C. Oversaw broker account operations including daily reconciliation of Statements of Account (SOA), resolving billing issues related to container and break bulk charges.
- **2022-2023: Marketing Manager at Zibox E-commerce:**
in responsibility for all aspects of digital and traditional marketing.
- **2020- 2021: Project Team Leader** at Talabat digital business, and delivery Platform Corporation: Responsible to analyze statistics and provide management with reports to utilize assets and control resources in Erbil/ Kurdistan region of Iraq.
- **2018-2019: Gender Based Violence Officer:** responsible for case management and PSS consultant, a trainer of Child Protection contents and GVB assessments. Officer of PSEA policy which is (Protection from Sexual

Exploitation and Abuse) and programs to raise children's awareness against child sexual harassment at World vision office, Mersin/ Turkey.

- **2017-2018: Grade P3: PSS Protection officer and MEAL specialist** at World Vision NGO to lead the implementation of MHPSS activities, and ensure quality through ongoing monitoring and evaluation, with a specific focus on Protection Child Protection and GBV issues.
- **2016-2017: Business Management Trainer** of startups business and digital entrepreneurship workshops within women empowering women and youth supporting programs at UNHCR Mersin/ Turkey Office.
- **2015-2016: Project officer** at PGDO local humanitarian NGO that reflect experiences in different sectors such as administration, logistics and management regarding Social Cohesion, protection sectors in Erbil/ Kurdistan region of Iraq.

Technical Skills:

- MS office applications and **MS Office skills:** Microsoft Office Word, PowerPoint, Outlook
- Logistic System: Fresa, Asycuda
- Humanitarian System: Kobo System utilization,

Language Skills: Arabic: Fluent. English: Very good. Kurdish: Good. Turkish: Basic. French: Basic. Korean: Basic.

Training Courses:

- **Fresa Logistic System**
- **Sales Force System of E-commerce**
- Completion Certificate of STNME Basics Reservation and Pricing from Sabre international training course.
- Attended Generalized System of Preferences (GSP) training course of GIZ GmbH about how to qualify refugees and prepare them to build their business projects in the community.