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OBJECTIVE

To obtain employment with an organization or company that offers a positive environment to learn and implement new skills and techniques for the betterment on both personal and organizational aspects.



EXPERIENCE

Project Finance Officer | Syrian American Medical Society (SAMS) Foundation

Erbil, Iraq

DECEMBER 2023 – PRESENT

- Review the sub-grantee/facility staff time-sheets, signatures, and documentation
- Check the workflow and SAMS procedures for the procurement transactions.
- Review all sub-grantee/procurement expenditure documents and then prepare payment orders after reviewing submitted documents and ensuring compliance with donor and SAMS policies and procedures.
- Prepare payment orders for all financial transactions and share them with Finance to process the transfer.
- Work with donors, grants managers, grants officers, and other operations and implementation staff to prepare and modify budgets.
- Contact the field staff for (financial issues & inquiries) on a daily basis.
- Update the PR tracking sheet with the payment status.
- Contribute to preparing the MoUs with the Health Facilities stakeholders.
- Confirm budget availability for any budget modification.
- Record and update the transactions list on a daily base.
- Conduct Anti-Terrorist checks for all related stakeholders.
- Prepare the donor financial report, and submit it to the higher management to be confirmed.
- Prepare monthly BVA and grant tracker for the ongoing grants.
- Follow up with donors' staff to clear all points and adjustments needed by them.
- Represent SAMS in all relevant meetings with current and prospective grantees and donors.



Finance Officer | Oxfam GB

Tikrit, Iraq

JULY 2020 – CURRENT

- Verifying all Salah Al Din programme related financial transactions, ensuring that all supporting documents are attached as per Oxfam policy, authorized by the budget holder, and ensure no double payment is made.



- Ensure that all floats and salary advance issued is cleared according to Oxfam financial policies and cleared on time.
- Facilitate preparation of staff monthly salary payment and month end closing and reporting process.
- Responsible of cash flow, ensure sufficient cash is available to support the programme and consolidates monthly top-up requests for the Salah Al Din programme.
- Ensure the Oxfam finance system is well function (daily payment tracking, safe keeping money) and ensuring that all financial transactions are updated and filed properly on daily basis and easily accessible.
- Undertake and monitor all payments, including field volunteers, enumerators and ensure smooth, timely issuing for payments, making vouchers and stamp document once it being Paid or Received, conduct payment to field location when needed.
- Ensures adherence to donor's and Oxfam financial requirements, internal controls and systems and procedures are in place to accommodate the needs of the programme.
- Overall responsibility for the implementation of financial systems and control for the project. This include training and briefings for all staff on procedures and ensuring that financial systems are adhered to by all staff to comply with Oxfam and Donor Finance Procedures.
- Assist in preparing monthly budget monitoring and accurate donor reports in accordance with the specified format within the agreement timeframe in coordination with programme and maintain coordination with country finance team to ensure smooth running of the programme and perform the tasks reasonably requested to support the programme implementation
- Assists the Finance Manager in the efficient conduct of project/donor audit and internal audit exercise where needed and assisting in organising financial orientation and capacity building exercises for respective Oxfam teams as applicable to ensure that the financial standards are always maintained.
- Recommends the accuracy of financial information as well as for communicating and/or clarifying financial issues with partners, as needed.

Procurement Officer | Mercy Corps

Salahaddin - Baghdad, Iraq

AUGUST 2019 – MAY 2020



- Daily coordination of MC procurement activities and assisting the Programs and operational personnel in regular procurement planning meetings.
- Performing all procurement processes in accordance with Mercy Corps policies and procedures and donor clauses as well, committing with all rules and timing routines.
- Assists staff as needed on creating clear and understandable purchase requests and other documentation.
- Collect quotations and bids from the market for PRs as assigned by manager – as per Mercy Corps standards and formats.
- Interact with contractors, in coordination with the requesting department.
- Prepare the required documentation of supplies and transactions and completed to MC standards.
- Prepare status reports on deliveries for programs, operations and office Management and recipient of supplies.
- Assist in the maintenance of thorough procurement files as outlined in the MC procurement policy.

Supply Chain Procurement Officer | International Rescue Committee

Salahaddin, Iraq

APRIL 2017 – JULY 2019



- Implementation and/or maintenance of standard IRC procurement policies and procedures and ensuring that procurement is carried out in accordance to IRC and donor-specific policies.
- Attend all the procurement committee meetings, collecting bids, preparing bid analysis, purchase orders
- Coordination with Finance, Admin, and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation
- Ensuring that a transparent and responsive procurement process is implemented and maintained
- Routine communication, coordination, and planning with the relevant requesting staff/programs regarding the order and delivery of supplies
- Ensuring that all Supplies, services, and equipment required are delivered in time.
- Support and provide the appropriate trainings for procurement and program staff as required
- Support the Supply Chain officer in managing the assets and inventory
- Maintain Supply Chain filing system and provide on-time, standard monthly reports to the Operations Manager
- Maintain the IRC BVA system, Purchase Request Tracking & Metrics system and submit routine reports to the Head of Office & Operations Manager.



EDUCATION

Bachelor's Degree | Tikrit University – College of Computer Sciences and Math

Salahaddin, Iraq

NOVEMBER 2010 – NOVEMBER 2014

- B.Sc. of computer sciences
- Ranked 26 out of 42 students
- Standard Average MEDIUM



SKILLS

- | | |
|---------------------|------------------------|
| • Communication | • Interpersonal skills |
| • MS Office | • Leadership |
| • Financial Systems | • Management skills |
| • Accounting | • Problem-solving |



ACTIVITIES

TRAININGS

- Emergency Procurement Protocol Internal Session, addressing the strategies and policies & procedures for procurement process during emergencies, (March 2019)
- Partnership with local NGOs/CSO and local authorities' internal session, addressing the partnership aims, tools and feedbacks (May 2019).

CERTIFIED COURSES

- Stay Safe Course, a certificate from the IFRC (International Federation of Red Cross & Red Crescent societies) regarding the personal safety and security and essential actions taken to keep the safety and security for individual and whole team (April 2017)
- Anti-Fraud and Corruption Course at Oxfam, (October 2020 - with refreshers)
- Code of Conduct Programme (OGB), (November 2020)
- Violent Environment Preparedness Training (VEPT), July 2021
- Safeguarding Essentials - Safeguarding in Oxfam (July 2021)

LANGUAGES

	SPOKEN	READING	WRITTEN
ARABIC (MOTHER TONGUE)	Excellent	Excellent	Excellent
ENGLISH	Very Good	Very Good	Very Good
KURDISH	Intermediate	Intermediate	Intermediate



REFERENCES

Will be provided upon request.