

Ammar Saad Namuq

Personal information

Date of Birth: 19/07/1991

Nationality: Iraqi

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Education

- **Education degree:** Graduation of High School

Languages

- **Arabic:** Mother language
- **English:** Fluent reading, writing & speaking
- **Turkish:** Fluent reading, writing & speaking
- **Kurdish:** Fluent reading, writing & speaking
- **Russian:** Basic reading, writing & speaking

Experience

❖ **Logistic Officer with IRC Organization from (Mar/2023) to (May/2024) in Erbil.**

Duties and Responsibilities:-

- Draft, update, and follow-up the procurement plan for the bases and purchase requests for the offices and implementing partner organizations.
- Check all purchase requests received from the program departments before the validation of other signatories.
- Support the project team with product price evaluation before input in the PSR.
- Support the procurements requested from any other sodac Base.

❖ **Field Monitor with Oxfam Organization from (Jan/2022) to (Oct/2022) in Erbil.**

Duties and Responsibilities:-

- Coordinate with Project Coordinator and other Project Staff to implement the project in effective and productive manner.
- Coordinate with youth groups, and facilitate their participation in the project.
- Coordinate with relevant stockholders and partners to lead the project in collaborative and smoothly manner.
- Facilitate dialogue and seminars on different topics such as development policies; protect human and environmental rights, equal opportunities between men and women.
- Build strong relationships with Iraqi institutions in order to enhance the communications channels between the Iraqi population and Iraqi institutions.

❖ **Admin and Accountant with WEO Organization from (Feb/2021) to (Dec/2021) in Erbil.**

Duties and Responsibilities:-

- Oversee the financial operations of the organization and prepare accurate financial reports on time and submit it to management.
- The Manage and audit all the outgoing and incoming funds in terms of projects and operations.
- Manage financial control, assist in preparing project budgets, and make recommendations to the organization on budget expenditures.
- Organize and settle the receipts of advance payments.
- Prepare payment vouchers and ensure that all requests are supported and approved.
- Control the project expenses to ensure that the payments are allocated in the approved budget lines.

❖ **Project Coordinator with DRC Organization from (Jun/2020) to (Dec/2020) in Erbil.**

Duties and Responsibilities:-

- Work together with the protection specialist to develop and implement comprehensive capacity

building plans tailored to the specific needs of public employees, governmental volunteers, and office staff.

- Design and deliver training programs, workshops, and aimed at enhancing the professional skills and competencies of targeted individuals.
- In coordination with the project coordinator collaborate with relevant stakeholders to identify training needs and priorities within government offices and among public employees.
- Conduct training needs assessments to determine areas for capacity building interventions and skill development.
- Customize training materials and resources to address the diverse learning styles and backgrounds of participants.

Training & Certificates

- Training on Project Management by USAID.
- Training on TOT by Operation Mercy Org.
- Training on PVE by UNFPA.
- Training on Leader Skills by IOM Org.
- Training on Microsoft Office Programs by USAID.
- Training on kobo by ACTED Org.
- Training on GBV by INTERSOS Org.
- Training on Impact Project by World Vision Org.
- Training on Psychological Support with the INTERSOS Org.
- Course in children's rights in society by the TGH Org.
- Course in Protection by the Seed Foundation.
- Training on CP by TDH Org.
- Training on HR Principles by AHR Company.
- Training on PFA by INTERSOS Org.
- Training on FGD Sessions by INTERSOS Org.
- Training on CP & PSEA Policies by INTERSOS Org.

Skills

- Excellent communication skills both in an office environment and with external stakeholders & Presentation skills.
- The ability to work in a team.
- Good experience in teaching, training & data entry
- Strong knowledge of the use of Word, Excel and PowerPoint programs and data entry.
- Previous experience working with the community.
- Good communication skills and experience in participatory methodology.
- Proficient spoken and written English skills.
- Have experience working with children, adolescents, and youth.
- Related experience and data collecting apps (ODK, Kobo, and CTO).
- Work under pressure.
- Have ability to move and travel in all governorates of Iraq.

References

Available upon Request