

AMAN FAROOQ ABDULRAZAQ

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- Iraq – Duhok - Masik2- Dabin2-B10

EDUCATION

Collage of Science

University of Duhok - Iraq

2010-2014

Computer Department

SKILLS

Data Management
Trainer
Security Mangment
Supervision
Microsoft Office
Creating Maps
Communication and Negotiation skills

LANGUAGES

English 
Arabic 
Kurdiish 

PROFILE

I currently have Seven years' experience of working within Humanitarian Organizations, my roles and responsibilities have involved most parts of management support. I have found this to be very rewarding and I have learnt that good support to programmes can help to make the project meet the needs and objective of the NGO. Attention to details and following guidelines and regulations have been key to my success with administration and management following the donor regulations. I very much enjoy the work needed to ensure good support management.

WORK EXPERIENCE

GCC Security Focal Point

SAMARINA'S PURSE INTERNATIONAL

Nov 2022- Presnt

- Participate as part of the Grace Community Center's Leadership Team.
- Providing security employability training to 40 beneficiaries and GCC Staff, each course included 8 sessions, the topics included like professionalism and ethics, conflict resolution, reporting and technology, access checks, patrolling monitoring, fire and medical, basic first aid, CV and interview preparation. Following my training, more than 10 graduates found jobs.
- Increase the recommendation to the management on safety and security of persons and property in the GCC, as well as on community, security and government relations.
- Create work schedules and lead security guards.
- In case of emergencies, contact with local officials and Asayish.

Center Coordinator

SEED FOUNDATION NGO/ Duhok _ Zakho

April 2021 – March 2022

- To improve SEEDs coordination and collaboration, arranged regular meetings with the camp management and/or other pertinent stakeholders in the camp/urban setting.
- Organize, reserve, and schedule PSS events, training, campaigns, and activities planned for the center. Make that events happen on time and in accordance with program goals and local needs.
- Participate with the program to guarantee that services are accessible to beneficiaries visiting to the center.
- Manage and handle center transportation requests for staff while making sure SEED's Center is open and accessible during its official hours of operation.
- Manage the center's logistics and all administrative requirements, including the purchase of necessary items (meal, cleaning supplies, hygiene supplies, etc.) and center upkeep.
- Ensure that each incident is reported, accurately recorded, and kept in a confidential file.
- Follow up on performance reviews and supervise operational staff.

WORK EXPERIENCE

Humanitarian Access and Security Officer

HANDICAP International

Nov 2020 – April 2021

- Develop and update security and safety policies, procedures, guidelines, and planning with technical support.
- Resolve inquiries from local authorities about HI's activities; keep FCO Ninewa informed about licenses required to operate; interpret papers; and ensure the deposit and collection of the license letters.
- Support the Field Coordinator and the Technical support of the MRA in review and updates the Ninewa Security pack on a regular basis.
- Create and Update operational guidelines and backup strategies.
- Pay attention to GPS car tracking frequently and evaluate it against phone tracking.
- Join and attending to meetings about security and liaison that are relevant in Ninewa or any other area.
- Deliver the HI team contextual updates on relevant developments.
- Facilitating security and safety training.
- Provide immediate information on any security incident with direct impact on HI staff and/or operations.
- Ensure the follow up and the good management of emergency boxes, first aid kits and in general all safety and security materials and equipment.
- Supervising and coaching Watchmen in the Mosul base.

Admin Liaison and Security Officer Covering Ninawa/Duhok

TEARFUND International NGO

June 2018 – June 2020

- LIAISON WITH GOVERNMENT/AUTHORITIES AND COMMUNITY LEADERS
- Develop a network of contact details for UN agencies, other INGO liaison/security personnel and government authorities and share as required with other employees.
- Create and maintain an up-to-date understanding of government requirements and processes for travel and project implementation in Ninewa/Duhok
- Administer and coordinate access, registration, movement permission requests
- Preparing security evaluations and protocols for over 27 locations in Duhok and Ninawa.
- Security information collection, Management and communication
- Managing 16 security guards in Ninawa,
- Set up productive working relationships with local communities and sector-related employees of other NGOs.
- Participate in sector coordination meetings, conferences, and inter-agency workshops (security meetings).

Procurement and Logistics Officer

CARE International Organization/Duhok-Iraq

Nov 2016 – Aug 2017

- Managing the procurement files for large NFI, WASH, Shelter projects.
- Working with suppliers to ensure that clear requirements are understood and offered by suppliers in bids and RFQ's.
- Ensure that all order requests, purchase orders, request for quotation and invitations to bid are tracked from point of planning and request through to final receipt.
- Creating a supplier management database to ensure clear understanding of how the suppliers are performing and meeting the needs and offers.
- Creating tender documents with support from the project departments based on the BOQ's and requirements needed.
- Translating letters and emails to suppliers in connection with, inquires, offers, awards and other supplier / NGO needs.
- Attending procurement committee meetings and recording the minutes.
- Attending the TOC (tender opening committee) meetings and recoding the opening of tenders and filing the paperwork's.
- Creating bid analysis spread sheets, from tenders, RFQ's .
- Ensure materials and equipment are received and stored in the warehouse in accordance with CARE logistics procedures.

WORK EXPERIENCE

HR and Admin Assistant

CRS Organization/Duhok-Iraq

Nov 2014 –Oct 2016

- Managing staff medical insurance claims and requests and prepares quarterly payment requests for the medical service suppliers.
- Monitoring timesheets submissions maintain employee leave balance report, reconcile timesheets and leave requests with attendance sheet. Prepare report on overtime.
- Assist in the recruitment process printing CVs, contacting candidates, preparing, scheduling and organizing tests and interviews for new staff and Field workers.
- Ensure the newly hired staff has submitted their reference checks.
- Maintain a tracking system to ensure that CRS recruitment processes and policies are followed accurately.
- Create and maintain an organized Personnel filing system as per the Labor Law and CRS Auditors requirements.
- Update and maintain an up-to-date HR database system.
- Organizing staff development events.
- Managing all the related costs (utility bills, internet bills, rental payments and also prepare payment requests for electricity, telephone, rent, etc. and submit to Finance for payment For two offices Duhok and Erbil.
- Maintain a tracking system of all offices, apartments, operational service contracts, drivers and framework agreements and process necessary reimbursement notification upon expired / cancelled agreements.
- Creating IDs and Business cards for staff.
- Oversee the maintenance of all mobile communication systems and process payments of national and international staff mobile bills.
- Monitor the use of kitchen and cleaning supplies and ensure that supplies are properly managed.
- Follow up with PQ and MQ departments to consolidate stationary needs to prepare list of supplies on regular bases for Duhok, Erbil and Kirkuk Offices.
- Going out on Fields with the CRS visitors for translation.

CERTIFICATE OF TRAININGS:

- Providing 4 days of CV, Interview, Job Training Workshops for 44 students in Akre with AGO,COOPI and UNISEF
- Supply Chain Management – By UNHCR
- Safeguarding Essentials – By Kaya Humanitarian leadership academy
- Prevention of Sexual Exploitation and Abuse – By Kaya Humanitarian leadership academy
- Safeguarding Training – By SEED
- Violent Environment Preparedness Training (VEPT)-By Strategic edge International
- Threat recognition and self-defense By Strategic edge International TF
- Security Management Training- by INSO
- Standard FIRST AID – By Duhok Directorate General of Health.
- Youth Resilience Programme Training – By TF
- Adult Wellbeing Group Curriculum Training – By TF
- Creating, Implementing a Marketing Plan - By Nonprofit ready
- Two certificates of English language training – By Britannia Educational Services and PEL Institute.
- MARKit – By CRS and CARITAS
- How to design a team building workshop – By CRS

REFERENCES

Available upon Request