|  |
| --- |
| Ihab Mahmoud  |
|  |  |
|  |  |
| **Personal details** |  |
|  |  |
| **Professional Status** | Humanitarian Worker / Administrator / Translator  |
| **Gender**  | Female  |
| **Location** | Saudi Arabia |
| **Mobile number** | +961 70 007922 / +966 0533684990 |
| **E-mail** | Ihabe.mahmmoud@gmail.com |
|  |  |
|  |  |
| **Personality** | Reliable, able to handle responsibility, confident, ambitious, flexible, open minded, quick learner, understanding, organized, cooperative and extrovert. Able to work in a team and independently. |
|  |  |
| **Skills**  | * Strong administrative and management skills.
* Strong experience in NGO humanitarian work as social worker and translator.
* Financial Skills
* Strong interpersonal, public relations, and communications (both written and oral) skills.
* Events organization.
* Translation skills
 |
| **Summary of experience** | Intensive experience as Community Mobilizer and Social worker in NGOs- Solid waste management Project with EU, Protection Program, capacity building, Non Violence Communication, Empowering the vulnerable to be independent topics.Extensive experience working for international company with multicultural teams. |
|  |  |
|  |  |
| **Education** | **BA in translation**, International Lebanese University, Lebanon 2010-2014DELF, Centre Culturel Francais (CCF)  |
|  |  |
|  |  |
| **Training** | Communication Skills- ERICA 2019First Aid – Lebanese Red Cross 2016CSMC- collaboration of INGOs- Beirut 2016Sensitization workshop on Sexual orientation and Gender Identities (SOGI) with MOSAIC-OCHA,NGO, February 2016.Non-violence communication, NRC, October 2015 Gender based violence- Workshop and Membership, Abaad Resource Center for Gender Equality in cooperation with other NGOs, Beirut, 2014. |
|  |  |
| **Other skills** | Advanced level in MS Office. |
|  |  |
|  |  |
| **Language ability** | ArabicEnglishFrench | Mother tongueProficient Proficient  |
|  |  |  |
|  |  |
|  |
| **Work experience**

|  |  |
| --- | --- |
|  |  |
|  **Since 2016**  **October 2018 to June 2020**  **1st August 2016 to September 2018**  | Freelance Sworn TranslatorKalimكَلِمة-Akkar  As sworn translator before Lebanese courts, this job gave me good opportunity of using languages in different subjects. Responsible for translating different of documents as journalistic, technical, medical, legal as requested and deliver them to clients in qualitative and timely manner. * Translate all kind of certificates
* Translate all kind of legal documents
* Translate all kind of official papers
* Translate medical documents
* Translate technical documents
* Translate UN documents
* Translate data and Finance documents.

   **Senior Community Mobilizer**  Cooperazione Internazionale- Solid waste management project * Establishing and Maintaining relationship local authorities, partners, community and COOPI involved staff, to guarantee the smooth operation of the activities
* Actively participate in all phases of the elaboration of the participative Waste Management Master Plan for related studies.
* Prepare and Sign Memorandum of Understanding between parties
* Support the ongoing strategic planning and development of SWM Strategy
* Managing the Facebook page of the project
* Conduct frequent field visits to all project sites to ensure that partners are involved as per project strategy

Main partner in the organization and implementation of “don’t WASTE your WASTE” awareness campaign* Planning, preparing and conducting awareness campaign activities,
*
* Coordinate the activities implementation between the municipality volunteers and the project team
* Translate all the data related to the project such as Studies, Awareness leaflet
* Provide information to the beneficiaries on the scope and strategy of the project
* Produce timely reports for donor on the activities highlighting best practices and lessons learnt.
* Ensure that data is accurately collected on a weekly and monthly basis.
* Participate in the regular program team meetings on a regular basis
* Follow up on all logistics needed for the identified task

 **Senior Admin coordinator**  Consortium innovation services * Act as the point of contact between the executives and internal/external clients
* Leading and handling meetings
* Ensure rules are applied
* Ensure to give right orientation and inductions
* Preparing Payroll
* Preparing Pay slips
* Preparing cash payments.
* Preparing quotations.
* Tracking orders
* Logistic (organise the storage and distribution of goods)
* Involved in Tenders process.
* Recruiting
* interviewing
* Coordinating
* Preparing monthly reports
* Responsible of Attendance and leave and payments procedure
* Monitoring, Planning and Reporting
* Handle requests and queries appropriately.
* Take dictation and minutes and accurately enter data.
* Develop and carry out an efficient documentation and filing system.
* Monitor office supplies and research advantageous deals or suppliers.
* Produce reports, presentations and briefs.
* Data entry, hard and soft filling
* Update information on ERP system.
* Translating all kind of documents (letters, reports...)
* Letters processing
* Undertake the tasks of receiving calls, take messages and routing correspondence.
* Maintain diary, arrange meetings and appointments and provide reminders.
 |
|  |  |
|  |  |
| **Dec 2014 to End of April 2016** | **Protection Officer** Concern worldwide, Halba – Lebanon  |
|  |  |
|  | The program talks about different topic in each session, focusing on raising awareness on Early Marriage, Non Violence Communication, Skills, Protection and being independent.* I do protection awareness session across Akkar and T5 and keep all the session reported accordingly and documented hard and soft on the system.
* Identification of vulnerable families’ women and children
* Provide legal information for beneficiary on services (legal-health-education..)
* I report any incident and any work for any other department to help the vulnerable in the ITSs.
* Also, I had to translate the reports articles which concerned the department.
* I assisted the manager of protection department and all other departments in the NGO with translations or administrative tasks to meet achievements on time using Arabic - English – French.
* Working for the international NGO concern worldwide got me to work in humanitarian domain developing my humanitarian l and political knowledge in addition to become a diplomat representative.
 |
|  | * Responsible of the protection team petty cash distributing and managing in daily basis.
* Implementing project with $1000 to $2000 on monthly basis
* Preparing quotations for the project
* Responsible for CRM program (hot calls).
 |
|  |  |
|  |  |
|  |  |
|  |  |
| **June 2014 to Dec 2014**  |  **Information field officer**  Reach initiative/Acted- Qobayat * Conduct interviews, surveys and focus group discussion household with Syrian refugees and Lebanese communities in Akkar to identify their needs.
* Collect information about vulnerable people and their needs.
* Refer vulnerable people to the right institution for help and follow up the case
* Conduct monitoring and evaluation program.
* Translated survey and focus group questionnaires from English to Arabic; translate focus group transcripts from Arabic to English.
* Support assessments on WASH, Livelihoods, Shelter, and Public Health
 |

 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **References upon request**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|   |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|   |  |