Name:	Banaz Abed Salih
Gender:	Female
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PROFILE

- Highly skilled and empathetic in Project managing, Program, administration (Monitoring and evaluation), and logistics with more than 6 years of leading, managing, and supervising professional staff in social services. Past work has included management services, program planning, and development, and educational guidance counseling. Active listener with a knack for building lasting professional relationships.

EXPERIENCE

Teaching assistant at medical laboratory department university-Duhok   **2021/Dec - Currently/ Cihan**

 Taught Subjects:

- Lab instrumental

- Medical Terminology

Jinda and Wadi for women and girls affected by war   **2020-2021**

Monitoring and evaluation Officer

- staff member and key role in project startup

- Provide regular reporting to prothe tection cluster

- Work closely with relevant partners in the field, collect, compile and analyze monthly GBV report data.

- Maintain and strengthen the GBV sub-cluster to facility inter agency, multi sectoral GBV coordination at national and local level.

- Case management data collection.

- Monitoring implementation of project activities, data analysis and reporting

- staff capacity building, and supporting project research needs.

- Data collection activities are carried out according to proposals and measure progress

- Quality and impact of activities to target beneficiaries

- Involved in carrying out and translating surveys, data collection, analysis and reporting

- Supporting primary and secondary schools in camps.

- Preparing monthly report

- Reporting data in Activity info

British Consul- Monitoring and evaluation Focal Point 2019

- Monitoring and evaluation online meeting and debate facilitators session.

- Data collection and follow up with deadlines.

- Managing all Participant interviews.

- Manage and distribute participant certification with al records require.

- Making all necessary report (monthly, weekly and other urgent reports).

- Arranging questionnaire for participants.

DAD NGO   **0ct 2018– June s019**

Admin Officer (HR)

HR (Human Resource)

- recruiting, training and developing staff

- making sure that staff get paid correctly and on time

- pensions and benefits administration

- approving job descriptions and advertisements

- looking after the health, safety and welfare of all employees

- organizing staff training sessions and activities

- monitoring staff performance and attendance

- advising line managers and other employees on employment law and the employer's own employment policies and procedures

- ensuring candidates have the right to work at the organization

- negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.

People IN Need (PIN)

Logistic Officer (Erbil and DUHOK)   **Jan 2016 – Oct 2018**

- Ensure all supervised staff members are trained as well as cross-trained adequately.

- Identify added logistic training requirements to attain high working standards.

- Coordinate and present logistics support to ongoing land, air, rail and river operations.

- Ensure logistics requirements take gender-specific needs into consideration.

- Coordinate logistics activities related to procurement, funding, substantive units and humanitarian affairs.

- Develop and execute logistics support policy, processes and methodologies to general benefit of all mission units.

- Develop reports on material and personnel movements and various operational logistics problems.

- Develop logistics along with support plans, budget requirements and deployment timelines for new operations.

- Develop logistical plans for current operations and logistics contingency plans.

- Prepare plans for liquidation and downsizing.

- Develop and execute tools and methodologies to enable effective implementation of logistic plans.

- Purchases of office equipment (IT, Stationary and other goods)

- Preparing contracts for renting office house and warehouses and tracking uploading to internal system ELO

- Taking care of guesthouses in Duhok and Erbil (dealing with owners, contracts for rent, monthly payments)

- Registering fixed assets in NGO internal financial system Navision, ensuring provision of liability agreements and tracking of fixed assets movement among staff, conducting regular assets inventories

- Uploading and archiving contracts, communication with contractors, negotiations

- Coordinating work of office and guesthouse

- Working in procurements and tender

- Assigned the tasks of processing shipments of materials and equipment like confirming of delivery as well as liaise with shipping vendors.

- Handled the responsibilities of receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials.

- Responsible for assisting Logistic professionals with load-out of items being shipped.

   Movements and plan

- Ensure that the driver realize daily/weekly maintenance and give feedback to the referent of maintenance needs and supervise activities of driver for filling logbook.

- Assist to organize movements of car following movements planned and affected the drivers to the movements in coordination with the other section.

MEMBERSHIP/ASSOCIATION

- As a member of the student's union, I've supervised and managed a number of student's activities in Turkey (Sutcu Imam University, 2013-2014)

- I've worked on Integrated Pest Management of root-knot nematode, Meloidogyne incognita, Populations on Tomatoes and Eggplants´

- Giving Practical lectures to students as a volunteer in Jihan University 2019-2020

Agricultural Specialist – Freelance / Consultant – 2015

- visit costumers/clients to identify and evaluate their business and/or technical requirements

- assist clients with business planning, planning applications, government grant applications, legislative advice and new business ventures

- collect and analyze data, crop yield and financial reports to measure performance

- prepare or modify business or operating plans

- organize and conduct field trials to find solutions to clients' problems

- plan and implement improvements for the client such as using more effective pest control measures or finding more efficient ways to keep livestock

- organize presentations, demonstrations, training and farm walks for clients, colleagues, partnership organizations, professional bodies and other interested groups

- communicate effectively, both in writing and orally, with clients, colleagues and members of the public

EDUCATION

Duhok University   Duhok, Iraq

- 2006   Preparatory school: Duhok International/ English school
- 2010-2013   BSc in Science Agriculture Plan Protection, University of Duhok,

- 2013-2015   MSc degree in Bio-Engineering and Science, Sutcu Imam University, Kahramanmaras, Turkey

TRAINING

- Gender inclusion training course
- Consultation with children training
- Successfully certificate IELTS
- Methods of Teaching Certificate from Duhok University 2016
- Basic First Aid certificate, Dohuk, 2017
- Core Humanitarian Standard on Quality & Accountability in Duhok
- Supply Chain Training (logistic, Procurement, Inventory, Asset Management, fleet)
- Basic Accounting online training.
- Safety & Security Training Duhok.
- PTE and PSS training certification Psychosocial support.
- PSS and PTE subject (Psychosocial support)
- Child Protection Awareness Certification
- First Aid and Mine Risk Training
- Advance security in the field 1 certification
- Basic security in the field 11 certification
- RST- registration and identity Training
- Security safety in the field Training
- Certificate of AGD, Age, and Gender and Diversity approach.
- Certificate of SGBV and CP mainstreaming training
- Training on GBV and SGBV / UNHCR

SKILLS:

- Microsoft office pack (Word, Excel, outlook and PowerPoint)/ excellent.
- Dependency investigation units
- Reliable

- Group therapy specialist
- Analytical thinker

LANGUAGES:

English: Fluent   *Arabic: Excellent*   *Kurdish: Fluent*

Turkish: Good