

# Ahmad Albakkour

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## Experiences

### *Project Coordinator, Share foundation*

*Jan 2021 – until present...*

- Execution of project activities in accordance with the approved work plan and budget.
- Coordination with the project team in the Turkey office.
- Preparing analytical studies and recommendations for action.
- Assisting the project team in following up the operational costs of projects on a monthly basis.
- Follow up on information gathering, field surveys and needs assessments.

### *FSL Voucher, Market Team member. Violet Org*

*Jan 2021– Dec 2021.*

- Follow up on team activities and daily and weekly workplan.
- Coordination with local councils, stakeholders and other active organizations
- Supervising the signing of memoranda of understanding with local councils
- Preparing reports according to the time plan. Supervising the team with providing the necessary support to ensure the project progress according to the time plan and setting priorities.
- Preparing work schedules in coordination with the project manager and all team members.

### *Cash Assistance Team member, Violet Org*

*Feb 2020 – Dec 2020*

- Assist the Team Leader to train shopkeepers to fill the required documents.

- Assist the Team Leader with the collection of vouchers and documents from the shopkeepers.

## Computer Skills

- Advanced level in Microsoft Office Suite especially Excel and Word
- Mastered Kobo toolbox, including building forms.
- Social network and email correspondence experience.

## Education

Student of Civil Engineering, Alfurat University, 2015

## Certificates

- PMD pro certificate, Orange
- HRM certificate, Orange
- M&E Certificate, DTC center and white room
- PSEA training, Violet Organization
- GBV certificate, DTC center

## Languages

- **Arabic:** Mother tongue
- **English:** Advanced Level
- **Turkish:** Beginner

## Personal Skills

- Teamwork is preferred.
- Working in multinational office.
- Understanding the humanitarian side of the business.
- Time Management
- Used to work under pressure