

Curriculum vitae

Personal information:



- Name: **Abbas Abdelrahim AWAD**
- Date/Place of Birth: 25/10/1983 – Khartoum (Sudan)
- Gender: Male
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Objective:

I am currently seeking a rewarding and dynamic career in a progressive and challenging environment. My goal is to utilize my skills, abilities, and experience to add value to the organization and contribute to its growth. I am looking for a role that offers security and professional development opportunities, and where I can be resourceful, innovative, and adaptable.

Experiences:

- Administrative Assistant- **Board of Inquiry (BOI) Unit: UN/ AU Hybrid Operation in Darfur (UNAMID)** (June 2012 – February 2021)

Responsibilities:

- **Provide general administrative support, focusing on the following:**

- * Maintains the Office databases (e-filing, electronic library directory, and database for common coach staff on these databases/systems) and supports the administrative structure for the internal system by implementing the SOPs, procedures, regulations, and protocols of the organization.
- * Responsible/Accountable for the follow-up of the BOI preparing statistical charts, tables, reports as required, and monitoring in timely and regular updates of the tables and fact sheet and.
- * Carry out and support the prevailing delivery and improvement of BOI administrative issues such as space management, transport services, vehicle use/maintenance, and equipment. Moreover, monitor logistic arrangements for conferences, meetings, and seminars (travel arrangements, document reproduction, communications, mail and other delivery services), in compliance with the existing applicable policies, procedures, rules and regulations. Set priorities and adjust tasks accordingly in the same regard.
- * Maintain confidentiality in dealing with Legal and other BOI documents, manage all the information received and screen all correspondence/other documents addressed to Board of Inquiry (BOI) Chief.
- * Track/monitor/flag reporting requirements and deadlines through management and continual updating of the reporting database.
- * Draft/respond to correspondence and e-mails; review/edit outgoing correspondence to ensure accuracy and impeccability of information and institute follow-up action.
- * Liaison with other offices/units relating to the incidents inquire and collecting reports, files and documents as necessary and required.
- * Support the chief BOI unit to manage and supervise all of financial and administrative issues. Provides advice and support to the BOI team to emphasize their financial activities regarding operational and travel issues as well.
- * As necessary, assist the chief of BOI in processing entitlements, benefits, contracts/appointments, extensions, separations, and related personnel and payment actions.
- * Actively support knowledge building, encourage information sharing to promote implementation of international best practices in management and operations to achieve UN mandate.
- * Provide assistance and advice to the Chief of BOI unit regarding the delivery of BOI training for different levels of personnel as required and the available trainings to elaborate staff development plans and identify

training courses and other career development activates and programs for building staff capacity in order to promote performance and quality of provided services. Assist the delivery of BOI training for different levels of personnel as required.

- * Support the BOI Unit in establishment of the unit's objectives and work/action plans and make sure they are met and follow up the achievement on a regular basis.
- * Provide the necessary support to the HR unit in overseeing recruitment of staff, including selection and prepare the documents for the unit's recruitment processes, coordinate in identifying upcoming vacancies, assist in the preparation of vacancy announcements, evaluation and screening of applications, drafting of interview reports, note-taking in interview panels, follow-up of reference checks and academic verifications, completion of pre-recruitment formalities, etc. Moreover, Prepare and present cases for submission to the Head of HR unit.
- * Act as back up unit's leave monitor officer in his/her absence, by maintaining attendance records, preparing leave plans and monitoring movement of the unit's personnel in/outside the mission area to ensure continuous and smooth workflow.
- * Consolidate monthly requests for office supplies for the unit, ensure the office condition is well set and provide the technology needs and services as required.
- * Provide language assistant to the Board members while conducting interviews (translating from Arabic to English and reverse).

➤ **Additional tasks/responsibilities within BOI Unit:**

- * Support the Head of the Office and update the unit's staff in compiling the newly incorporated Rules, Regulations and SOP which are potentially deemed necessary for BOI proceedings.
- * Monitors progress through statistical analysis of database records and monthly progress reports for the Unit.
- *Coordinates the induction-briefing program on basic administrative procedures and requirements for new staff members.
- * Reviews, monitors, and evaluates administrative arrangements to improve service quality, cost-efficiency, and service provision.
- * Assists the Chief BOI in the preparation of the training budgets and revisions, as well as the operational work plans of the section, and provides advice on the direct costs that should be included in the training budgets to cover training costs.
- * Aligns office procedures and systems to create a client-oriented culture in provision of operational support services.
- * Prepare weekly tracker report on death and disability, loss of ammunition, completed cases and provide input for the attention of OIC BOI.
- * Works closely with Military and Police components in facilitating their logistics requirements.
- * As a technical focal point to the team of UMOJA and IPSAS, I am responsible for providing technical and information support.
- * Ensure provision of relevant transport services required by the office, including management oversight for the office vehicle pool in line with UNAMID rules and procedures, such as the implementation of a system to ensure proper use and conditions of vehicles recorded as appropriate.
- * Act as the focal point for UMOJA selected from the BOI Unit to attend all meetings pertaining to data information and property management matters where major losses are involved. Advise the team on the procedure and process of such cases based on the BOI SOP and BOI Policy Directives from USG/ DFS UNHQ.
- * Provide analysis on losses of UNOE and COE on an annual basis for the purpose of Senior Management yearly reports to USG/DFS UNHQ.
- * Analyze and categorize the information flow on confidential cases of high profile and provide a breakdown as required (by country/nationality/employment title/cause of incident).
- * Identifies and reports issues/problems as they arise and recommends appropriate actions.
- * Prepare monthly tracker report on requested information such as completed recommendations and dissemination of certificates for members who participated in Board proceedings.
- * Perform other duties as assigned by supervisor.

- **Information Management Assistant: UNAMID Ordnance Disposal Office (El Fasher/Darfur)**
(July / 2011 – May / 2012)

Responsibilities:

- * Set up and Manage **Information Management System for Mine Action (IMSMA)** database for Darfur Region.
- * Ensure proper recording and verification of **Information Management System for Mine Action (IMSMA)** field data.
- * Support preparation and printing of informative maps for UNMIS/UNMAID, other UN agencies and external non-UN customers/partners.
- * Transposing and analyzing data collected in various forms from different sources into hardcopy and electronic maps.
- * Support creating and maintenance of a comprehensive archive for the Mine Action operations.
- * Ensure Quality Assurance (QA) checks on GIS and IMSMA data recorded into the system.
- * Scan, prepare, and print public relations literature as directed by the Regional IMSMA Officer and Head of Operations.
- * Overall Quality Assurance of the data recorded by the Information Assistants in the field offices.
- * Provide technical support on IT issues, network trouble-shooter and IMSMA systemic matters.
- * Assist in identifying and delivering the appropriate training for different levels of personnel as required.
- * Overall Coordination on installation of the IMSMA system, database development and overall operational setup that meets the operational needs of the programme.
- * Support newly recruited staff on registration in UNAMID System, (Lout's note account, Internet access, e-MOP system, networking configuration).
- * Maintain and keep updated IT equipment in all UNAMID ODO offices and oversee the identification of the required and needed ones such as computers, printers, fax, photocopier, etc.
- * Primary responsible for oversight of maintaining, updating databases, files, records, staffing tables, etc., coordinate preparation of reports to the governing bodies and overseeing the relevant data collection, compilation and production of statistical reports, graphs and tables to facilitate analyses of various data (numbers of DAs, UXO destroyed, MRE beneficiaries ...etc.), for users or official reports.
- * Oversee the ICT services provided and ensure compliance to procedures, in association with the other ICT assistants in sectors as needed and coordinating with ICT officer the review and upgrading of the ICT equipment and infrastructure.
- * Ensure proper maintenance of server equipment, computers/laptops, and other ICT equipment owned by the office.
- * Manage the Office when held as officer in charge (OIC) when backstopping the regional IMSMA Officer.
- * Complete additional tasks assigned by the Regional IMSMA Officer and Head of Operations

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- **ICT/Data Entry Assistant: UN Mine Action Office (El Fasher/Darfur)**
(Jan / 2009 – June / 2011)

Responsibilities:

- * Responsible for recording and verification of field data into **Information Management System for Mine Action (IMSMA)** for Darfur Region.
- * Support preparing and printing informative maps for UNMIS/UNMAID, other UN agencies and external non-UN customers as directed
- * Transposing and analyzing data collected in various forms from a variety of sources into hardcopy and electronic maps.
- * Support creating and maintaining a comprehensive archive of Mine Action operations.
- * Ensure Quality Assurance (QA) checks on GIS and IMSMA data recorded into the system.
- * Manage formulation of printing of public relations literature as directed by the Regional IMSMA Officer and Head of Operations.
- * Provide technical support as an IT expert and network trouble-shooter as well as IMSMA support.

- * Facilitate registration of the new staff/arrival in UNAMID System (Lout's note account, Internet access, e-MOP system, networking configuration).
- * Assist with the delivery of appropriate training for different levels of personnel as required.
- * Oversee the ICT services provided and ensure compliance to procedures, in association with the other ICT assistants in sectors as needed.
- * Ensure proper maintenance of server equipment, computers/laptops, and other ICT equipment owned by the office.
- * Coordinating with ICT officer the review and upgrading of the ICT equipment and infrastructure.
- * Maintain and keep updated IT equipment in all UNMAO offices such as computers, printers, fax, photocopier, etc
- * Complete additional tasks assigned by the Regional IMSMA Officer and Head of Operations

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- Administrative/Finance Manager: **Alufuge Trading Company.**
(April / 2006 – April / 2008)

Responsibilities:

- * Develop and establishing new business & public relations.
- * Establish new business opportunities for the Company.
- * Liaise with Procurement unit on creating or amending of Purchase Orders (PO).
- * Support to the administration of procurement services, supply services and asset management.
- * Prepare the primary costs (custom fees, shipping cost... etc) for the new orders.
- * Follow up the shipments and the process of the payments.
- * Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely manner.
- * Supervise procurement of the relevant office supplies in a quality and timely manner, as well as procurement activities and cost planning.
- * Supervise the Finance Unit and ensures compliance to company Rules & Regulations and finance procedures, liaises with Finance section as required to resolve issues and challenges.
- * Responsible and accountable for all financial transactions for the company.
- * Monitors implementation of financial, procurement, and administrative systems.
- * Provide clearance procedures and services for customers.
- * Supervised the storage and management of goods.
- * Supervised the overall monthly payroll and follow up the payments process.
- * Develop the Company relationship with other companies by personal contact with the local and foreign companies.
- * Responsible of handling the office administration issues, and provision of facilities management services by ensuring that office premises and space are well maintained in regards of maintenance and cleaning, and coordinates purchase of utilities such as electricity, water, phone and internet lines, fuel for vehicles.
- * Establish and manage goods, services and procurement database for the Company.
- * Establish and maintain a proper filing system.
- * Coordinate and organize meetings with different partners and private sector stakeholders.
- * Support the development of the Company website (Monitor and update websites and social media).
- * Develop and manage marketing tools and collateral.
- * Any other responsibilities assigned by the Management and administrative unit.

Academic Qualifications:

- Bachelor's degree (B.Sc.) of commerce (Business Administration and Major Accounting) from Ain Shams University.
- High School: Nasser City School / Egypt.

Training & Courses:

- 1) International Criminal Court training program
- 2) Diploma in Humanitarian Essential logistics modules (Supply Chain Management).
- 3) Financial Management for Project Development.
- 4) Internal Control and Audit Training

- 5) Records and Information Management Training
- 6) Advocacy Skills training
- 7) Monitoring and Evaluation (M&E) training.
- 8) United Nation Protection of Civilian training (UNPOC)
- 9) Information Sensitivity and Protection of Confidential Information training.
- 10) Hostile Environment Awareness Training (HEAT)
- 11) Mission Management, Administration and Support Training.
- 12) International Computer Driving Licenses (ICDL).
- 13) Conflict Analysis for Prevention training.
- 14) Project Management WebEx-based (United Nation Training Centre).
- 15) Performance Management & Development training.
- 16) Advanced Executive Office Administration and Secretarial Skills.
- 17) Electronically Future Office Management.
- 18) Emergency Trauma Bag course including cardiopulmonary resuscitation (BLS).
- 19) System Applications Procedure (SAP) Business Object XI.
- 20) Project Management Training in UNAMID.
- 21) GIS “ARC-view v3.2 software”.
- 22) Advance Explosive Remnants of War Recognition.
- 23) UN Mandatory courses:
 - ❖ Basic Security in the Field II “**BSITFII**”
 - ❖ UN Prevention of Harassment, Sexual Harassment and Abuse of Authority.
 - ❖ The Integrity Awareness.
 - ❖ Building our professional capacity to address HIV “UNAIDS”
 - ❖ Orientation to **IPSAS** “International Public Sector Accounting Standards”
 - ❖ UNOPS Induction course.
 - ❖ UNAMID Integrated Induction Programmer.
 - ❖ Safe & Secure Approaches in Field Environment.
 - ❖ Basic/Advance security in the field.

Skills:

- Excellent knowledge of using Microsoft office package & Internet.
- Excellent knowledge in using IM software and information analysis.
- Excellent knowledge of Electronic Document Management (EDM).
- Excellent public relations interpersonal skills
- Excellent planning and organizing skills.
- Excellent Communication skills in different environments and teamwork oriented.
- Excellent presentation skills
- Ability to work under pressure and as part of a team & group.
- Ability to review a variety of data, identify and adjust discrepancies, and resolve operation problems.

Languages:

- Arabic: Native Speaker
- English: Fluent in written and spoken.

References:

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I hereby declare that the above-mentioned information is correct and true to the best of my knowledge.