

Huda Mohamed Ahmed Dhamrin

Sana'a, Republic of Yemen

Mobile: +967 734222 592 + 967 772307507

Email : huda.dhamrin@gmail.com / huda.dhamrin@outlook.com

Summary:

Highly experienced and dedicated administrative and financial professional with over two decades of expertise in international development projects. Proven ability to manage complex administrative and financial operations, ensure regulatory compliance, and provide robust support in challenging environments. Adept at procurement, contract management, budgeting, and office administration. Fully computer literate with strong communication skills in Arabic, English, and German. Recognized for professionalism, problem-solving abilities, and collaborative nature.

Professional Experience

Administrative Specialist *Strengthening the Resilience of the Water Sector in Yemen (RWS) Project, GIZ Office Sana'a* August 2022 – January 2025 (2 years, 6 months)

Administrator *Strengthening the Resilience of the Water Sector in Yemen (RWS) Project, GIZ Office Sana'a* October 2019 – July 2022 (2 years, 10 months)

Administrative Officer *Strengthening the Resilience of the Water Sector in Yemen (RWS) Project, GIZ Office Sana'a* March 2017 – September 2019 (2 years, 7 months)

Programme Accountant *Strengthening the Resilience of the Water Sector in Yemen (RWS) Project, GIZ Office Sana'a* March 2014 – February 2017 (3 years)

Accountant *Strengthening the Resilience of the Water Sector in Yemen (RWS) Project, GIZ Office Sana'a* January 2006 – February 2014 (8 years, 2 months)

- Provided comprehensive administrative services, independently managing office needs with minimal intervention.
- Ensured strict compliance with financial and administrative regulations for all project activities.
- Managed procurement of equipment and consumables according to GIZ regulations, including overseeing handing-over procedures to partners.
- Prepared and administratively followed up on consulting and financing contracts in close coordination with the project manager, adhering to GIZ regulations.
- Verified the correctness of services provided, aligning with GIZ financial and administrative guidelines and standard procedures.
- Assisted the project manager in financial planning, monitoring costs and expenses, and reporting financial status.
- Contributed to the preparation of monthly, quarterly, and annual budgets, actively tracking variances.
- Verified correctness of vouchers and supporting documents and checked financial aspects of consultant contracts.

- Monitored expenses for procurements and services to ensure budget adherence.
- Assisted in the preparation of project audits and reported financial administration or compliance issues promptly.
- Maintained proper and confidential filing systems in accordance with GIZ rules and regulations.
- Successfully managed a significant volume of procurements, contracts, and processes funded by GIZ, demonstrating exceptional proficiency despite Yemen's challenging circumstances.
- Played a vital role in project execution, fulfilling all qualifications for an administrative specialist in water utility support projects.
- Demonstrated excellent communication skills in interactions with colleagues, consultants, and project partners.
- Provided comprehensive secretarial support, including reception, telephone service, typing, photocopying, mail handling, and flight bookings.
- Coordinated appointments for meetings and workshops with counterpart agencies.
- Managed bookkeeping for the project.
- Administered petty cash, processed payments and travel costs.

Secretary / Bookkeeper *Small Enterprise Promotion Project (SEPP), Sana'a Liaison Office (Projekt-Consult GmbH / ifo Institut für Wirtschaftsforschung)* December 2001 – January 2004 (2 years, 2 months)

- Provided comprehensive secretarial support, including reception, telephone service, typing, photocopying, mail handling, and flight bookings.
- Coordinated appointments for meetings and workshops with counterpart agencies.
- Maintained up-to-date documentation of project activities and project files.
- Managed bookkeeping for the Sana'a office.
- Administered petty cash and processed payments for salaries and travel costs.
- Consistently performed all tasks and duties to full satisfaction.

Skills

- **Administrative Management:** Office administration, project coordination, documentation management, filing systems (DMS, reference files), meeting organization, regulatory compliance.
- **Financial Management:** Bookkeeping, petty cash administration, salary and travel cost payments, financial planning, budget monitoring, cost/expense tracking, voucher verification, audit preparation.
- **Procurement & Contracts:** Procurement management (equipment, consumables), contract preparation and follow-up (consulting, financing), quotation/offer evaluation, supplier relations, complaint processing.
- **Communication & Interpersonal:** Stakeholder communication, inter-office coordination, team collaboration, problem-solving, professionalism.
- **Technical:** Fully computer literate.

Languages

- **Arabic:** Mother Tongue.
- **English:** Excellent.

Education

Bachelor degree in German Language 2001.Faculty of Language -Sana'a University-Yemen.

Diploma in Business Administration, Alison.

References:

Mr. Johannes Stork : Project Manager - Email: Johannes.stork@giz.de- Mob.: 00962799111607

Mrs. Christine Werner: Project Manager - Email: tine.werner@posteo.de - Mob.: 00491573705