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WORK EXPERIENCES

July 2015 – PRESENT

Sana'a – Yemen

FIELD OFFICER -ISLAMIC RELIEF

Main Responsibilities and Duties:

- The responsible for set up the monthly plans for GFD in three Governorates (Sana'a, Amran and Dhamar).
- To have a quarterly joint work-plan with project Manager.
- Closely coordinate with local authorities in Sana'a districts and the related parties in the field such SCAMCAH.
- To develop quality monthly reports and share with line-manager on timely basis monthly progress.
- Provide daily, weekly, monthly, narrative, verification and incident a project progress report.
- Follow up the security clearance from SCAMCAH office for distribution team on monthly basis, and follow up the security clearance for our field visit to the FDPs with WFP.
- The responsible to Work on HTC (WFP's System) program online and provide WFP and project team with daily updating of food delivery and food distribution report.
- Conducting regular field visit to distribution points in Sana'a districts and closely oversees the distribution process on monthly basis.
- Changed some stores and defined new FDPs in Sana'a districts and share the new information of new FDPs with our management and security department under GFD.
- Deal with complaints of beneficiaries on hotline both (IRY & WFP) and Third party and solve them in time.
- The responsible for Sana'a SCMCHA's e-services portal to request and obtain the security permits for carry out all activities (distribution, registration, assessments, verification, field visits,else) in Sana'a Gov for all IRY projects (WFP, Orphans, Wash, Education, nutrition, FSL, Seasonal projects and MEAL) teams.
- Carry out regular field monitoring visits to the project interventions for the purpose of evaluating the work progress and reporting any variation comparing to the plan ones before mounting up.
- Collect and document monthly progress and coordination reports from the team
- Review data bases and data tracking tools of diverse projects to maintain data quality for collating reliable and consistent data which meets minimum reporting requirements of donors.
- Supervise data entry processes and provide complete, accurate and consistent data to M&E Manager to ease data analysis and action planning.
- Support the circulation of relevant information, reports memos and any other related documentation as well as with the partners and other stakeholders.
- Ensure all reporting templates are up-to-date and periodically revised.
- Ensuring all visibility/communication materials are aligned with IRY, donors, and other partners' policies and guidelines.
- Perform any assigned tasks by the project manager.

July 2015 – PRESENT

Sana'a – Yemen

THE RESPONSIBLE FOR SEASONAL PROJECTS IN SANA'A -ISLAMIC RELIEF

Main Responsibilities and Duties:

- The responsible on IRY seasonal projects (Ramadan Project) in Sana'a districts.
- The responsible on Slaughterhouse and Refrigerators activities of Qurbani project from (IRY seasonal projects) in Sana'a districts.
- Follow up the security clearance from SCAMCAH office for refrigerators movement of Qurbani project.
- The responsible on the meat distribution of Qurbani Project in Sana'a districts.

May 2015 – July 2015 Training Officer - ISLAMIC RELIEF

Sana'a, Al- Hodeidah, Marib and Dhamar – Yemen

Main Responsibilities and Duties:

- Training Officer of Safety Net and livelihood Project (SN&L) in Sana'a Main office, And Training Supervision to Four Offices (Sana'a - Al- Hodeidah – Dhamar – Marab) of the period (01- May -2015) to (06- July -2015).
- Organize all procurement activates relating to request for proposal, sealed bids, and price quotes.
- Review requisition for completeness and accuracy follow up on discrepancies with the initiating department, identify available of the training center for each training course.
- Prepare the contracts for the training centers of Sana'a and ensure the approval from the related dep.
- Support communication and activities with local partners, agencies, NGOs and government institutions.
- Act as a point of contact for resolution of general operational queries requesting assistance where necessary.

Jan 2015 – April 2015 Distribution Officer - ISLAMIC RELIEF

Sana'a, Amran, Sa'adah and Dhamar – Yemen

Main Responsibilities and Duties:

- Distribution Officer of project grants King Abdullah relief and emergency (EFA) in the main office in Sana'a of the period (01- Jan) to (30- April) 2015.
- Chairman of survey team families and the beneficiary and supervision on the distribution of food rations of the grant King Abdullah for immediate relief in both of (Sana'a, Sa'adah-, Amran and Dhamar) during the period from (01- Jan) to(31- March) 2015.
- The responsible for set up the monthly plans for the grant King Abdullah in four Governorates (Sana'a, Amran, Sa'adah and Dhamar).
- To develop quality monthly reports and share with line-manager on timely basis monthly progress.
- Provide daily, weekly, monthly, narrative, verification and incident a project progress report.
- Conducting regular field visit to distribution points in (Sana'a, Sa'adah-, Amran and Dhamar) and closely oversees the distribution process on monthly basis.
- Prepare, review and processes all expenses claims for the project including purchase requests for the procurement, vehicle rental, travel claim etc.
- Follow up the data entry and update all the database in monthly basis.

May 2014 –December 2014

PROJECT COORDINATOR ASSISTANT - ISLAMIC RELIEF

Dhamar – Yemen

Main Responsibilities and Duties:

- Project Coordinator Assistant of the draft network safety and improve livelihoods Dhamar for the period from (20 - May) to (31- December) 2014.
- The responsible for the training within the project of training methodology for- food (FFT) the number of 72 a group of each group (25) Trainee/ intern any 1800 Trainee/ intern of the period from (20 - May) to (31- December) 2014.in the province of Dhamar.
- The responsible for HR and Finance departments of Dhamar Office.
- Provide overall support to Dhamar governorate to conduct the survey and distribution efficiently such as preparing the supported documents for survey and distribution of the field team.
- Prepare the contracts for the monitoring team (volunteer) of Dhamar and ensure the approval from the related dep in the main office.
- Follow the policies and procedures of IRY during implementing activities.
- Follow up the financial payments of Dhamar monitoring and enumerators team(volunteers) to ensure they receive it on time.
- Prepare the database of the beneficiary data as well prepare the beneficiary lists of all districts.
- Communicate with the monitoring team for the implementation of the project.

January 2013 –May 2014

DISTRIBUTION OFFICER - ISLAMIC RELIEF

Amran – Yemen

Main Responsibilities and Duties:

- Distribution officer with IRY (WFP project) in Amran during the period from 01- January - 2013 until May – 2013.
- The responsible for set up the monthly plans for WFP Project in Amran Office.
- Closely coordinate with local authorities in Amran districts and the related parties in the field such (الوحدة التنفيذية لإدارة مخيمات النازحين).
- Changed some stores and defined new FDPs in Amran districts and share the new information of new FDPs with our management and security department under WFP Project.
- Collect and document monthly progress and coordination reports from the team
- Review data bases and data tracking tools of diverse projects to maintain data quality for collating reliable and consistent data which meets minimum reporting requirements of donors.
- The responsible to share the daily report to provide WFP and project team with daily updating of food delivery and food distribution report.
- Follow the policies and procedures of IRY during implementing activities.
- Support the circulation of relevant information, reports memos and any other related documentation as well as with the partners and other stakeholders.
- Perform any assigned tasks by the project manager.

January 2010 –December 2012

LOGISTIC OFFICER - ISLAMIC RELIEF

Sa'adah – Yemen

Main Responsibilities and Duties:

- Distribution officer (WFP project) in Sa'adah during the period from 01- January - 2010 until 31 – December 2012.
- The responsible for set up the monthly plans for WFP Project in Sa'adah Office.
- Closely coordinate with local authorities in Sa'adah districts and the related parties in the field such (الوحدة التنفيذية لإدارة مخيمات النازحين).
- Changed some stores and defined new FDPs in Sa'adah districts and share the new information of new FDPs with our management and security department under WFP Project.
- Collect and document monthly progress and coordination reports from the team
- Review data bases and data tracking tools of diverse projects to maintain data quality for collating reliable and consistent data which meets minimum reporting requirements of donors.
- The responsible to share the daily report to provide WFP and project team with daily updating of food delivery and food distribution report.
- Follow the policies and procedures of IRY during implementing activities.
- Support the circulation of relevant information, reports memos and any other related documentation as well as with the partners and other stakeholders.
- Perform any assigned tasks by the project manager.

October 2009 –December 2009

WAREHOUSE CONTROLLER - ISLAMIC RELIEF

Amran – Yemen

Main Responsibilities and Duties:

- Warehouse Controller in Amran warehouses of (UNHCR funded project) during the period from 15 - October 2009 to 31- December 2009.
- Received and checked the Non – Food Items from Sana'a and Al-Hodiedah warehouses to Amran warehouse.
- Receive, review, and check the documents of the suppliers (stamped, the quantities of commodities on the waybills,... Else)
- Dispatching the Non – Food Items to the distribution points in Amran districts and the IDPs camps in Amran and Haradh.
- Sharing the daily report for the store movement of(in and out) in the warehouse with Amran and Sana'a UNHCR offices on time.
- Archive all warehouse documents in both of (soft copies and hard copies).

July 2009 –October 2009 WAREHOUSE CONTROLLER - UNHCR

Amran – Yemen

Main Responsibilities and Duties:

- Warehouse Controller in Amran warehouses during the period from 09 – July 2009 to 15 - October 2009.
- Received and checked the Non – Food Items from Sana'a and Al-Hodiedah warehouses to Amran warehouse.
- Receive, review, and check the documents of the suppliers (stamped, the quantities of commodities on the waybills,.... Else)
- Dispatching the Non – Food Items to the distribution points in Amran districts and the IDPs camps in Amran and Haradh.
- Sharing the daily report for the store movement of(in and out) in the warehouse with Amran and Sana'a UNHCR offices on time.
- Archive all warehouse documents in both of (soft copies and hard copies).

ANOTHER WORK EXPERIENCES FROM 2010 TO 2012 - ISLAMIC RELIEF

- The responsible for the implementation of kind donation project "Qurbani Project " - Amran in 2010.
- The responsible for the implementation and distribution of small income-generating projects, Consortium project in Sa'adah in 2010.
- The responsible for the surveys and distribution Non-food items such Curtains and Eids clothes in Sa'adah city for affected Kids from Sa'adah War in 2010.
- The responsible for the distribution process of livestock's in Sheda , Malaheet and AL Dhaheer Districts as income-generating projects in 2011.
- The responsible for the implementation of IR-UK project, conducting surveys and distributing the rations of emergency food for the IDPs from Abyan in Aden governorate during the period from 14- March 2011 to 12- April - 2011.
- Participated in Food distribution for IDPs in Harad in 2012.

EDUCATION

Bachelor's degree in Mathematics

Sana'a University — Yemen,

TRAINING

22 August - 27 August - 2023	Integration of Humanitarian Standers in Emergency Response DevPro Consulting
08 Dec - 13 Dec - 2022	Project proposals Writing & Report Writing (PPW & RW Course) Top Managers Development & Consulting.
08 Dec - 13 Dec - 2022	Monitoring, Evaluation, Accountability and Learning (MEAL Course) Top Managers Development & Consulting.
29 Oct - 03 Nov - 2022	Advanced Excel New Horizon Center
16 Dec - 21 Dec - 2021	PMD2 Top Managers Development & Consulting
02 Dec - 08 Dec - 2021	PMD1 Top Managers Development & Consulting
19 Sep - 20 Sep – 2021	The first aid Course (Y.R.C.S)(Yemen Red Crescent Society Development
14 April - 15 April -2019	The Logistic Cluster MSU Installation Training The Logistic Cluster
30 Dec 2018 - 03 Jan 2019	Reports Writing Talal Abu-Ghazaleh Professional Training Group (W.I.I)
07 August - 10 August - 2017	Food Security Concept WFP – Main Office - Sana'a(Yemen)
March 2017	Core Humanitarian Standers IRY – Main Office - Sana'a(Yemen)
2017	English language in YALI (8 English courses) to Level 04 YALI Institute - Sana'a (Yemen)
March 2012	Medical Cadres Training IRY – Main Office - Sana'a (Yemen)

TRAINING

21 Jan - 25 Jan – 2012	ASFEER Project Humanitarian Charter & Minimum Standers in Humanitarian Response IRY – Main Office - Sana'a (Yemen)
Oct - 2011	The first aid Course IRY – Main Office - Sana'a (Yemen)
August - 2010	Disaster Management IRY – Main Office - Sana'a (Yemen)
September 2010	community participation IRY – Main Office - Sana'a (Yemen)
December 2010	the field of communication and human resources IRY – Main Office - Sana'a (Yemen)

Workshops

- Seminar on Fraud Risk Management.
- Workshop of “How can dealing with IDPs” - IRY in 2010.
- Workshop of “Children protection “with UNICEF during 2010.
- Workshop of “Reports preparing “with WFP during 2011.
- Workshop of “Warehouses management “with WFP in 2012.
- Workshop of “Violence against Woman and Kid” under name " من السلام في المنزل الى السلام في العالم " with UNHCR in 2013.
- Workshop of “Rehabilitation of people with special needs” with Handicapped Society during 2013.
- Workshop of “Knowledge of methods of follow-up and Assessment performance” with IRY during 2012.
- Workshop of “communications and contact” with IRY during 2012.
- Workshop in “Reserve Security for warehouse management ”.

PERSONAL SKILLS

Mother tongue(s) Arabic

<u>Other language(s)</u>	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
<u>English</u>	C2	C2	C2	C2	C2
<u>French</u>	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](#)

Organisational / managerial skills

- Competent user of Microsoft Office" Word, Excel, PowerPoint, Access, Outlook" & Internet
- Prepared Plans both of ((Yearly, Monthly, Weekly) plan - Dispatched material – Distribution - Budgets – Survey)
- Multitasking
- High Sense of Responsibility and Initiative.
- Excellent reporting and communication skills
- Culture sensitivity skills
- Good Team-Leading Skills
- Ability to implement office and finance systems
- Good human relations and diplomacy.
- Experience in program "Photoshop – Movie Maker "

References

Available upon request.