

# MOHAMMED NOURELDIN ALTAYEB

Biologist / Administrative assistant / operation manager



Phone  
+971-562976442 UAE

E-mail  
Mohamed.Haspalrasoul@gmail.com

## Skills:

### Computer Skills:

Excellent presentation, rapid grasping and communication skills.

Brilliant co-ordination and negotiation skills.

Enjoy working in a team.

Goal oriented, meeting deadlines and achieving targets in a challenging business environment .

## Languages

English:(Conversation, Writing and Reading) : Fluent

Arabic : Native (Conversation, Writing and Reading) : Fluent

To be a remarkable presence with all possible challenges and pressures. Innovating new methods for providing solutions and using my knowledge to Serve the purposes of the company. Enhancing knowledge and skills with Change in time and style.

## Training & Certifications:

August, 2020 - August, 2020 Project management professional

September, 2020 - September, 2020 Mini business administration

## Professional Experience:

July, 2011 - October, 2011 Medical Translator  
Medicine sans Frontiers International Organization Misrata, Libya  
- Provide written translation and oral interpretation services (English to Arabic and Arabic to English) for all necessary documents, including those with medical and health content. 2. Precisely and accurately interprets medical advice and information given by the physician into equivalent terminology in the patient's native language. 3 .Assists in translating medical text from English to Arabic or Arabic to English on behalf of internal and external customers. 4. Assists with patient follow-up as necessary, to include contacting patients with appointment reminders. 5.Performs miscellaneous job-related duties as assigned.

May, 2013 - December, 2013 Project Program Officer  
Mercy Corps international organization in Misrata, Libya  
- 1. The conduction of several monitoring trips in many areas where displaced populations are currently settled in order to steadily identify their basic material or health care needs and propose the most suitable response. 2. The regular contact with local partner organizations in order to identify possible humanitarian interventions and assist. 3.The administrative follow up of the needed procurements related to the above mentioned interventions carried out by partner organizations. 4. The cooperation with local governmental authorities like the ministry of social affairs or lib aid to coordinate the needed response in order to support vulnerable cases . 5.The organization and the implementation of trainings delivered to partner organizations in the field of human rights , woman rights , children's rights and guidelines to address and responds to massive displacement of populations .

August, Researcher for the survey of civil society.

2013 -	<p>UNICEF</p> <p>Survey of Civil Society Organization in Misrata , Libya.</p>
November, 2017 - November, 2017	<p>As a supervisor , participation as a supervisor for workshop on field survey of sennar health school project in (Dender , Suki ) localities communities by mobile phones using (Magpie application)</p> <p>SRC Swiss Red cross &amp; SRCs Sudanese Red Crescent society</p>
November, 2017 -	<p>- was attend workshop in Kobo Survey program .</p>
January, 2018 -	<p>- Monitoring &amp; Evaluation Officer .</p> <p>SRC Swiss &amp; SRCs Sudanese Red Crescent society</p> <p>Responsible for: - Monitoring the correct development of project activities according to the project proposal and operations plan. - Developing M&amp;E plan for the project as well as the corresponding tools. - Ensuring monthly data collection and compile the information regularly into reports which he/she disseminates to SRCs Project coordinator. (Main Duties): A - Contribution to the Project Monitoring. - Ensure the understanding of the logical framework including project indicators. - Make sure / brief the staff on indicators monitoring. - Analyse the data according to the operations plan and logical framework. - Identification of gaps in the project implementation and communicate accordingly with project coordinator. - Alert the project officers on the project implementation. - Measure the progress and achieving outcomes. - Participate in the preparation of new project documents. - Prepare and actively contribute into the project evaluations. - Participate to the project review and yearly planning. - Contribute to project survey. - Contribute to improve project best practices and develop project best practices tools. B - (Development of the M&amp;E system): - Develops M&amp;E plans and tools and propose its to project coordinator, PMER Department at HQ, and SRC. - Train project staff on the use of tools. - Ensure and supervise the proper and efficient use of M&amp;E tools. - Do regular follow up field visit. - Share the M&amp;E tools with project officers and project coordinator and SRC, on monthly basis. - C (Data Collection and Reporting): - Ensure that the data is available timely and made in quality. - Collect data according to M&amp;E plan. - Compile data on monthly basis, analyze data and detects gaps, suggests solutions. - Be pro-active in the monthly reports to SRCs and SRC. - Contribute to donor reports. - Coordinate with project officers to receive data's from administrations (MoE, MoH, CMAM Centers, etc.).</p>
June, 2019 - September, 2019	<p>Operation Officer</p> <p>- ABNAA SAYED ELOBIED AGRO EXPORT TRADING LLC.</p> <p>Khartoum _ Sudan</p>
October, 2019 - September, 2020	<p>Operation Manager</p> <p>- ABNAA SAYED ELOBIED AGRO EXPORT TRADING LLC.</p> <p>Khartoum _ Sudan</p>

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## Educational Qualification:

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- Bachelor of Science in Biological Sciences. University of Almergeb (Libya) faculty of Sciences, Specialization in Zoology.

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## Personal Information:

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Father Name : NOURELDIN ALTAYEB  
Gender : Male  
Marital Status : Married  
Birth Date : 11/28/1982  
Nationality : Sudanese

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## Strengths:

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- Commitment to finish an assigned work.
  - Strict adherence to the regulations of the organization.
  - Regularity and consistency in work.
  - Penchant to pick up new skills on the job.
  - Can handle deadline pressure without failing and have shown to come on top in getting targets .
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## Declaration:

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I hereby declare that all the above furnished details are true to the best of my knowledge.

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## References:

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- Available upon request.
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## Weaknesses:

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- Addicted to work.