





# CURRICULUM VITAE

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-  *Name: Hayat Bakhiet Ibrahim Bakhiet*
-  *Date of birth : 20\10\1993*
-  *Place of birth : Gedaref State – Sudan*
-  *Nationality : Sudanese*

➤ *Education:*

- *Bachelor of computer and information Technology University of Gedaref (2015), information technology Dept.*

***Work experiences:***

- ❖ ***Information management and reporting officer at ALIGHT origination, Gedaref  
October 2023 up to date***

- ❖ ***Information Technology assistant at Ministry of Education, Gedaref  
December 2022 to August 2023***

- *Managing and storing data.*
- *Installation of Pc hardware*
- *Develop and maintain local networks.*
- *Monitoring System performance*
- *Obtain the information*
- *Data Analyses*
- *Report writing*

- ❖ ***Admin assistant at Islamic Relief Worldwide  
April 2021 to November 2022***

- *Contacting suppliers and manufacturers for inbound orders and updating the ERP as needed with expected delivery dates and lead times*
- *Obtain and create quotes for inbound and outbound shipments and source best method of transportation*
- *Expedite the purchase order process*
- *Keeping vendor information up to date in the systems*
- *Coordinating with quality and others internal stakeholders for new item introductions*

- *Communicating with other departments regarding supply needs*
- *Reviewing Quality records for final product release in our internal system*

❖ ***Community mobilizes at Islamic Relief Worldwide***

***Emergency response to the Ethiopian refugee's crisis in Gedaref state.***

***December 2020 – February 2020***

- *Identify community members who can work as homework mentor for refugee children.*
- *Assist in logistical arrangements, including transport.*
- *Mobilizing community and volunteers in the intervention area and conducting meetings*
- *Working with children, youth, women in the communities on issues related to child rights, education, health, nutrition, WASH, skills, livelihood and environment*
- *Ensure implementation of the program interventions at the community level*
- *Mobilizing stakeholders for the events*
- *Smooth coordination with community.*
- *Assist with setting up a registration / ration card system before the distribution.*
- *Explain the distribution process to the camp population*
- *Share information on successes and challenges with team.*
- *Home visits to assess family socio economic condition, deliver appropriate information and preliminary counseling and support to access appropriate services.*
- *Identification and recruitment of volunteers and their regular meetings, organizing community campaigns and liaison with service providers; referrals for individuals and families who need help with education, nutrition, illness and violence.*
- *Mobilizing community participation for all the activities, services in the community.*
- *Periodic review of work and strategies.*
- *Working closely with district Government, community leaders, urban local bodies and other relevant stakeholders and ensure institutionalization of services*
- *Regularly organize training and capacity building programs*
- *Develop a community profile, data base and MIS*
- *Daily home visit to beneficiary –individual/group*
- *Weekly group meetings*
- *Monthly community events*

❖ **Worked as Community mobilizer at CHILD Development Foundation (CDF)**

**January 2017 – December 2019**

*Summary of duties:*

- *Collect data and fill assessment forms*
- *Ensure proper documentation of data collected (hard and soft copies)*
- *Attend regular coordination meetings with Project Officer, Senior Project Officer and WASH officer in IRW Field Office*
- *Share information on successes and challenges with team.*
- *Identify community members who can work as homework mentor for refugee children.*
- *Support the homework tutors with necessary stationary and monitoring.*

❖ **Worked as an Intern at Islamic Relief Worldwide**

**July 2018 – March 2019**

- ❖ *Worked in administrative Office.*
- ❖ *Worked in program dept. (WASH, Food security).*
- ❖ *Participate in team discussion about program implementation*
- ❖ *Develop daily diary, weekly plan and monthly plan.*
- ❖ *Regular report writing and documentation including process documentation*
- ❖ *Report daily to the concerned Program Officer*
- ❖ *Participate in monthly staff meetings, weekly centre level meetings, trainings etc.*
- ❖ *Manage data capture, storage and reports.*

**Certificates & Training :**

- *Need Assessment Training course By redruk*
- *Project Management training course.*
- *Small project management training course*

**Skills:**

- *Report writing.*
- *English (Oral & written)*
- *Good communication skills*
- *Good use of computer and application all programs*
- *Survey skills*
- *documentation skills*
- *Strong Interpersonal skills*

**References:**

1- *ELtahir Imam ELnor ( Program Manager in Islamic Relief World)*

*Mobile: 0123318410*

2- *Ashraf Idress AL Haj ( protection officer in ALIGHT )*

*Mobile: 0111987991*