

# Fahad sharif Alhaji

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## Experience

### **RELATIONS AND SECURITY OFFICER - MANBIJ OFFICE| ACTED | 01/01/2021– 30/8/2024**

Distributing the team's work plans daily.

- . and creating a safe working environment for them.
- . communicating with the authorities and extracting the tasks and memoranda of understanding for the projects carried out by ACTED.
- . Training of guards in Actid buildings on first aid and firefighting.

### **SECURITY AND SAFETY ASSISTANT| ACTED | 19/09/2019 – 1/1/2021**

- Communicate with local authorities and HAO in planning ACTED activities in Raqqa city and extract the necessary tasks for the activities.
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- Prepare weekly reports on team activities as well as security incidents occurring in the area.
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- Follow up on the work of ACTED security guards and their training.
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- Send security updates to teams working with ACTED.
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- Conduct regular field visits to different project sites.
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- Prepare the weekly plan and distribute tasks among team members.
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- Coordinate with all departments to follow up on current events in the work environment o
- **Access Officer** | **Mercy Corps** | 01/09/ 2017 – 30/08/ 2019

.Following up on the bell work in the Mercy Corps Organization.

Field visits to the field and following up on security events on a daily basis that may affect the activity of the teams.

Preparing weekly reports on the work accomplished by the teams.

Training guards in the buildings affiliated with the Mercy Corps on first aid and fire extinguishing

## **Education**

1- Intermediate Institute for Teacher Training since 2004

2- College of Education - Classroom Teacher since 2011 [I did not obtain the certificate due to the war in Syria]

## **Skills**

Microsoft Word - Microsoft Excel - Microsoft team – Sharepoint . Outlook- Google Doc - Google drive – Kobo ,

## **Other skills**

- Ability to lead a team and solve problems in the field with all parties.
- Ability to plan.
- Lead effective meetings and write reports.
- High management skills.
- Ability to work under pressure. Communication skills.
- Ability to work within a team.
- Excellent communication and interpersonal skills.
- Organized and committed.
- Creative and energetic.
- Effective relations with international organizations

## **Training**

- 1- First Aid Certificate.
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- 2- Firefighting and Handling Training Certificate.
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- 3- Report Preparation Course.
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- 4- Email Sending Course.

## **References**

- Safqan Muslim: Area Security Manager- Acted- Skype: live:dd7ea7d29121768b
- Omang- Area Security Manager- Mercy Corps - live:armanc42erdal

**other references are available on request**