## Najma Yusuf Eid/hassan

## Mogadishu, Somalia

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**FEMALE**

## SOMALI

**D.O.B: 3rd /JAN/ 1992**

**Overview**

|  |  |
| --- | --- |
| A highly motivated professional finance officer with a verifiable record of accomplishment spanning five years’ experience. Highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include: | |
| Problem identification and solving skills  Organizational Skills  Computer Literacy   * Works as a Team Player | Future oriented  Communication Skills  Time Management Skills   * Research Abilities * Friendly and social |

**Education**

### January 2012-­­­­­­­­­ 2016: Bachelor of business administration at Kenya Methodist University.

1. Jan-2010-Dec-2010: Nairobi Technical Training institute (Diploma in accounting)
2. 2007-2009: International general certificate of secondary education (IGCSE)
3. 1998-2006: Kenya Certificate of Primary Education (KCPE)

**Other package and computer skills**

Quick books

WordPerfect, Microsoft Word.

Strong skills in Advanced Microsoft Excel.

Literate of Microsoft office as a whole including power point and outlook.

**Language skills: indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic)**

|  |  |  |  |
| --- | --- | --- | --- |
| LANGUAGE | SPEAKING | READING | WRITING |
| SOMALI | 1 | 1 | 1 |
| ENGLISH | 1 | 1 | 1 |
| KISWAHILI | 2 | 2 | 3 |
| ARABIC | 5 | 3 | 2 |

**PROFESSIONAL SKILLS/WORK EXPERIENCE**

1. **Freelance translator**

* Language pair is Eglish – Somali and vice versa
* Worked with different organizations like

1. Ansh inter trade

**Translated project:**

* General documents
* Insurance
* Announcement

1. RDS translation

* Legal documents
* Court orders
* Interviews

1. YYZ translation

* Business documents
* Surveys

1. Proz
2. **Finance officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (from– to)** | **Position** | **Company/org.** | **Location** |
| 04-2015 - up to date | Finance officer | NRC | Mogadishu |
| Responsibilities.   1. Check and Verify payment vouchers and other financial transactions before being processed. 2. Booking the cost into books of the accounting system 3. Post accounting transactions into Aggresso financial system for easy follow up and reporting. 4. Prepare EBRS (electronic bank reconciliation sheets) on monthly basis. 5. Verify Implementing partners’ financial reports. 6. Prepare budget monitoring and share with PMs on monthly basis. 7. Follow up on advances and refunds completion 8. Participate in preparation of financial reports, budgets and budget monitoring for projects in SC. | | | |

1. **Food security and livelihood assistant**

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| --- | --- | --- | --- |
| **Date (from– to)** | **Position** | **Company/org.** | **Location** |
| July-2014-up to date | FSL Assistant | NRC | Mogadishu |
| Responsibilities.   * Work with survey enumerators, project assistants and officer to administer survey tools in the field and make sure quality and reliable data is collected. * Translate surveys in to Somali for ease understanding and results back to English for proper implementation. * Support the analysis of beneficiary data collection using various tools (e.g. Mobenzi, FGD, key informant interviews, etc. * Document lessons, testimonies and stories for program learning from the field. * Supervise the implementation of trainings, in the assigned areas of work. * Participate in the registration and distribution of beneficiary ID cards, vouchers and in kind items to pre-identified beneficiaries. * Carry out any other task assigned. | | | |

1. **Finance officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (from– to)** | **Position** | **Company** | **Location** |
| Jan--up to August 2013 | Finance officer | Save the children | Mogadishu /Somalia. |
| Responsibilities.   1. Reconciling bank, cash and payroll every month for the Main office. 2. Acts as a signatory in the cash withdrawal forms and Chaques. 3. Facilitate preparation of monthly activity plan prepared by the program managers and submit their cash forecasts on monthly basis. 4. Work closely with the program staff in the preparation of budgets in Field Budgeting System and linking them to donor reporting formats. 5. Responsible for coding expenditures in line with donor format and budget line. 6. Prepare BVA’s and circulate them on monthly basis. 7. Prepare reversals, recharge journals for posting and all other field financial reports and also ensure that all journals are posted on to the online financial system. 8. Responsible for ensuring that the right procurement procedures are followed, securing the vice chairman of the procurement committee. 9. Responsible for overall field financial management as well as linking the field office to the country office and providing all the necessary tools as required by the organization. 10. Line managing other field finance team, improving their skills and identifying their gap as well as recommending for the trainings they may require, for them to gain proper skills in order to carry out their duty and produce satisfying results in their field of work. | | | |

1. **Accountant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (from– to)** | **Position** | **Company** | **Location** |
| March 2011-Dec 2012 | Accountant | Save the children | ABUDWAK |
| Responsibilities.   1. Responsible for daily checking and reviewing payment vouchers prepared by the Cashier, ensuring correct procurement, policy and procedures are followed before payment is released. And all the necessary supportive documents are attached as well. 2. Responsible for daily capturing of data and updating transactions into the financial system 3. Responsible for the filling up system and make sure all the back-up documents are up to date both hard and soft copy. 4. Monthly submission of financial report as well as management control documents. 5. Support the project teams and also play the necessary role in the process of producing monthly, quarterly, interim and the final financial reports in line with donor and SCI requirements. 6. Maintain minimum cash balance and over all cash management. | | | |

**Special interests:**

* Aerobics,
* Internet browsing.
* Reading and writing.
* Politics

**Professional association membership**

1. Member of TAYDA (Tayo Youth Development Association)
2. Investopedia

**DESIRABLE AND POTENTIAL SKILLS**

* Can meet tight deadlines
* Can work under pressure with less supervision
* Decision maker and responsible for her own action/decision
* Social and leadership ability

**References;**

References will be provided upon request.