CURRICULUM VITAE (CV)

# Personal details

**Name**: Abdirahman Mohamed Aden

**Date of Birth**: 01-01-1994

**Place of Birth**: Somalia

**Nationality**: Somali

**Marital status**: Married

**Email:**[raamaden485@gmail.com](mailto:raamaden485@gmail.com)

**Phone number**: 0615274765

**Languages spoken**: English (fluent in both writing, reading and speaking), Somali - Native

# Objectives

* To secure a challenging position in a reputable institution to expand my knowledge, and skills.
* Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
* Seeking an entry-level position to begin my career in a high-level professional environment.

# Personal behaviors

* [Active Listening](https://www.thebalancecareers.com/active-listening-skills-with-examples-2059684)
* [Oral Communication](https://www.thebalancecareers.com/verbal-communication-525538)
* Written Communication
* Ability to Follow Instructions
* Decision Making
* Flexibility
* Persuasion
* Planning
* Problem Management
* Problem Solving

# Education background

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| **Academic Institution** | **Certificate** | **Academic years** |
| African Graduate University | Bachelor Degree of Social Sciences | 2018-2021 |
| Africa College of Professionals | Diploma in Development Studies | 2019-2020 |
| Tawakal Secondary School | KCSE | 2014-2017 |
| Unity Primary School | KCPE | 2009-2013 |

# Work experience

## I worked as an online linguist and translator of English and Somali for online companies from 2017 up to date and translated over 5000 projects

**Duties and responsibilities of a linguist and translator**

* Reads through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning
* Translates online, video, and television media by providing subtitles
* Consults with subject matter experts and other colleagues in order to understand specialized concepts and translate them appropriately
* Refers to online translation tools for additional assistance with translation
* Provides clients with quotes based on project length and level of complexity
* Follows up with clients to ensure satisfaction and understanding
* Uses highly specialized translation software to encourage efficiency and consistency
* Adheres to industry quality standards established by the Association of Translation Companies to ensure that all completed work follows legal and ethical obligations
* Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials
* May specialize in a particular industry in which he or she has relevant experience or knowledge, such as medicine, the arts, business, or finance
* Works on a freelance basis or pursues employment with an educational, commercial, or government organization

## I worked as an enumerator with the Save the Children International in Baidoa, Somalia between August,2019 to August, 2020

**Duties and responsibilities of enumerator**

* Conduct data collection of post distribution monitoring using the provided data collection tools.
* Conduct household survey on registered households within the assigned areas.
* Interview the identified participants of the project within the project area to ensure the data and info that have been recorded within registered forms.
* Document all the findings in the provided data collection tools.
* Compiling and sorting the filled data collection tools as directed by the supervisor.
* Ensure collected data is accurately recorded.
* Capture data using digital data entry technology provided.
* Ensure anonymity of respondents and develop relationship of trust and safe space during data collection exercise with respondents.
* Identify and report any challenges faced that could affect the quality of the data.
* Take responsibility for project equipment that you may be entrusted with.
* Report daily issues and challenges to the project officers.
* Any other duties assigned by the project manager.

## I worked as a Teacher with Ramadan Primary and Secondary School between 2018 up to date

**Duties and responsibilities as a teacher**

* Develop and issue educational content including notes, tests, and assignments.
* Supervise classes to ensure all students are learning in a safe and productive environment.
* Organize supplies and resources for lectures and presentations.
* Deliver personalized instruction to each student by encouraging interactive learning.
* Plan and implement educational activities and events.
* Ensure your classroom is clean and orderly.
* Prepare and distribute periodic progress reports and semester report cards.
* Attend parent-teacher meetings.
* Evaluate and document students’ progress.
* Allocate and grade homework, assignments, and tests

## I worked as a Community Health Worker, hygiene Promoter with Mercy Corps, Baidoa, Somalia between 2019-2020

**Duties and responsibilities of Hygiene Promoter**

* Organize sessions in the communities to identify the deficiencies in terms of hygiene, sanitation and the use of water ;
* Organize/facilitate group awareness sessions on hygiene practices for men/women in community and other identified locations;
* Participate in preparing training modules for the promotion of hygiene with the supervisor;
* Participate in developing teaching tools adapted to various levels of the population: songs, role games, meetings, training, etc. ;
* Participate in evaluation/assessment missions;
* Participate in the organization and the distribution of kits.
* Liaise with the authorities, committees and other beneficiaries ;
* Identify the privileged partners within the communities: schools, hospitals, clinics, mosques, etc.;
* Apply the methodologies defined for the sensitizing sessions on hygiene promotion;
* Participate in elaborating a schedule of awareness raising activities;
* Provide training sessions to community volunteers and/or to targeted populations;
* Write a summary of the weekly activities ;
* Propose possible improvements.

# Skills

* Active listening
* Computer skills
* Problem-solving
* Time management
* Transferable skills

# Hobbies

* Playing sports (football)
* Playing and solving puzzle games
* Reading and writing books and articles
* Drawing, sketching and painting
* Watching football matches
* Travelling

# Interests

* Organizing events in the community
* Being involved with charities
* Volunteering at local institutions
* Participating in fundraising events
* Participating in health campaigns

# References

1. Abdifatah Awil Mukhtar

Education Officer at Save the Children, Baidoa

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1. Hassan Issack Ibrahim

Officer at the Ministry of Education at the Southwest State, Somalia

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1. Abdullahi Kheyrow Noor

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