**Personal information:**

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Nationality: Egyptian

Address: Roushdy – Alexandria – Egypt

**Objective**

Obtaining a good opportunity to enhance my career path, searching for more opened experience, depending that my own educational knowledge , my skills ,work experience and being keen to learn more will allow me an opportunity of growth

**Education**

1. Currently MBA student at arab academy for science and technology
2. TOEFL certified from AMIDEAST of a score 553
3. Certificate from Maxwell school of citizen ship and public affairs Syracuse University USA in 2013 in the following fields :

* Leadership
* Public speaking and debate
* Communication skills
* Negotiation
* Conflict resolution

1. Business administration diploma grade excellent from Hartford training academy in 2013
2. Bachelor degree in accounting from Alexandria commerce university English department in 2007

**Skills enhancement Trainings attended:**

* Time management
* Risk management
* Strategic planning
* Team work
* Marketing bases
* Customer services bases
* Reporting bases
* Presentation techniques.
* Communication skills.
* Scales and questionnaires and data collection tools.
* Proposal writing
* The role of NGOs and state institutions in dealing with the phenomenon of street children.
* Documentation and report writing
* ICDL

**Computer skills:**

* Microsoft word
* Microsoft excel
* PowerPoint
* Typing speed :100 word/ minute in English , 60 word/minute in Arabic
* Internet

**Special software:**

SAP

**Languages:**

* Arabic: mother tongue
* English: fluent
* French : fair

**Personal skills:**

* Attention to Detail
* Customer Focus
* Development & Continual Learning
* Ethics & Integrity
* Adaptability
* Flexibility
* Results Focus
* Organized
* Self-motivated

**Experiences**

* Project coordinator– PLAN international Egypt starting October 2015

Job description:

* Translation
* Developing assessment needs for the selected team
* Developing training programs for team capacity building
* Follow up organizing of trainings & events
* Monitoring project progress , setting miles stones for evaluation
* Relations with NGOs and governmental representatives
* Support and monitor on local implementation of the project at the level of targeted communities- Facilitate the sharing of lessons learned
* Analyze progress and challenge- Assist in the selection process for Local Coordination Committees members,
* Coordinate project trainings, regular meetings with program coordinator
* Meetings at the community level
* Writing all needed reports to the program coordinator (especially financial and narrative monthly reports mentioning activities that have taken place
* Plan risk management plans
* Assist in Mid Term Review and final evaluation
* Coordinate field activities between local communities & project partners
* Participate in providing grant reporting requirements on time with quality to Program Coordinator
* Monitor the spending of the grant and comparing it with the planned budget,

All above tasks need excellent command of English and Arabic

* *Child Protection focal point assistant at PLAN international Alexandria*

Job description:

* Follow up child protection policies implementation
* Handling evaluations for CDAs working with children in relation to child protection measures
* Facilitating FGDs
* Trainer reflecting child protection policies
* Attend meetings with UNHCR concerning child protection among Alexandria’s entities working with child in general and refugees children in particular
* Build assessment tools for protection evaluations
* project coordinator - children at risk project -Caritas Egypt- from 2008 till September 2015

*Job description:*

* set up project's budgets according to the needs
* follow up with the activities expenditures
* follow up with financials and technical's
* revising budgets and financial updates for the program
* Follow up and identifying skills of the team and suggesting trainings for the training unit to enhance skills of the team
* Translating all documents from field to the foreign partners
* Translation in meetings with foreign partners
* follow up the implementation of the projects,
* reporting achievements to partners in English
* facilitate any advocacy training sessions
* setting action plan for project’s activities
* preparation of TORs for trainers and speakers in all trainings conducted in the program
* projects writing
* organizing advocacy campaigns
* Participated in establishing a manual about experience in dealing with children at risk and street children for the NGOs working with children (Theoretical – practical).
* advocating for children at risk phenomenon according to the Egyptian child law
* Participate in designing of all the Children at Risk Protection & Rehabilitation Sector publications and print outs
* Previous experience with EU funds projects to children at risk phenomenon
* Meanwhile Responsible of coordination of Syrian refugees education program in caritas Egypt for 9 month till march 2014

Responsibilities:

* Follow up project activities enhancement
* Coordination between NGOs involved
* set up advocacy campaigns

***International experiences:***

* Training at mercy corps Egypt main branch in Washington DC in 2013

*Job description*

* Follow up of potential partners
* Setting fund raising plans based on project’s priorities
* Updating fundraising plans
* Attending meetings to negotiate about action plans with team

**Readings**

Leader’screation byDr. Tareq Sweedan

Civil society by Michael Edwards

Getting to yes by roger fisher

Beyond Machiavelli by roger fisher

Difficult conversations bye Douglasstone,BrucePatton, Sheila heen

**Community services**

Rotaract east member since 2006who participated in the following activities

* organizing blood donation
* organizing basketball summer league in aiming for collecting donations for the national hospital advocating for cooperation among all categories of the community under the themes " dribble to save a life "
* organization of “charity Iftar”

**references :**

ola Samir :01227145256

eman shehata : 01005038221

marian magdy : 01005432940