



VIVIVAN AL KHABBAZ

Dedicated & resourceful Humanitarian Aid Worker with a strong work ethic & excellent breadth of experience in foreign aid programs. Adept multitasker able to handle simultaneous high-pressure & volatile situations with professionalism & efficiency. Strong negotiation & presentation abilities in a variety of languages & cultural environments.



WORK EXPERIENCE

➤ **Project Officer**

Caritas 2021-2022

International Nonprofit Organization

- Attend regular meetings with the team.
- Supports the planning, organization and implementation of activities of the projects in coordination with involved stakeholders.
- Supports the management in the budgetary planning process according to the activity implementation plans.
- Supports and participates in procurement processes.
- Supervises compliance with the minimum logistics compliance regulations.
- Updates and maintains partner and donor data bases.
- Constant communication with the project coordinator to make important decisions.
- Organizing and distribution of the workflow among service providers.
- Supervising the functioning of the service provider.
- Follow up the implementation of the project at all stages and overcome challenges.
- Carry out specific statistics and submit proposals for future projects.
- Supports context analysis and produces reports.
- Supervision of petty cash expenses.
- Attention to suggestions and complaints and help to resolve them.

➤ **MEAL Officer**

Caritas 2018-2021

International Nonprofit Organization

- Leads monitoring of activity implementation, beneficiary counting and indicator achievement using the existing monitoring tools.
- Assess the status of beneficiaries according to specific criteria.
- The collection of information necessary for the preparation of reports.
- Organized data entry and analysis.
- Create and update the necessary tools to prepare reports.
- Preparation and submission of reports (monthly and annual).
- Create and update monitoring tools.
- Identify indicators, workflows and commit to project implementation in accordance with the specified criteria.
- Coordinate with financial management to review progress each month.
- Periodic field visits to monitor project accuracy.
- Ensure high accuracy in guiding and training staff.
- Facilitating internal evaluation meetings and drafting of its report.



Sharjah - UAE



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PERSONAL INFORMATION

Date of Birth : 23/1/1994

Nationality : Brazilian

Marital Status : Married



EDUCATION

Bachelor in Architecture
Al Baath University
2012-2017



LANGUAGES

Arabic: Native

English: Listening B2

Reading B2

Spoken B2

Writing B2



DIGITAL SKILLS

- Microsoft Excel
- PowerPoint
- Microsoft Word
- Kobo Collective
- AutoCAD
- Data base Management Software



PERSONAL SKILLS

- Adaptability.
- Active listening.
- Teamwork and reliable person.
- Fast learner & Multitasker
- Use a creative approach to problem solve & conflict resolution .
- Productive Time management skills.
- Active Listening & Communication skills in all aspects.
- Persuasive Interpersonal skills
- Impressive Leadership & Managerial skills.
- Customer Service skills.
- Organizational & Analytical skills

Reference :

Available Upon Request

➤ **Case Worker**

Caritas 2017-2018

- Reception and interviews.
- Data management.
- Field visits.
- Open files, make forms and organize work schedules.
- Distribution of emergency humanitarian assistance within the project plan.
- Provide the center manager with the necessary data to write reports

➤ **Freelancer Architect**

2017- present

- Designing, planning and supervising the construction
- Exterior and Interior design
- Preparing BOQ's, Pricing, Time scheduling using primavera,
- Planning & cost control.
- Graphic design work.
- Advising clients on appliances.

➤ **Customer Service**

Panorama Hotel 2016

- Customer Reception.
- Making hotel reservations.
- Quickly assessed customer needs and proactively provided business solutions to those needs.

➤ **Administrative Officer** *Ministry Of Water Resources 2015*

- Data Management.



VOLUNTEERING

➤ **English Teacher** *Church summer academy for kids 2014*

➤ **Mentor** *Oyoun Al Wade Youth 2014-2016*



MEMBERSHIP

- Member of the Syndicate of Engineers.



COURSES & CERTIFICATES

- Certificate in HR. - Jan 2021
- Course in MEAL & Proposal Planning. - Mar 2021
- Certificate in Safeguarding Training General. - Apr 2021
- Certificate in Communication Skills. - Mar 2021
- Psychological Support System For Elderly . - Jun 2020
- Psychological Support System For Youth. - Jun 2020
- Course in Safe Identification & Referral. - Nov 2020
- Certificate in Project Management. - Nov 2019
- Certificate in Precure Management, Effort, Time Management and Team Building. - Oct 2019
- Certificate in Protection Mainstreaming. - Jul 2018
- Course in MEAL. - Jul 2017
- Course in KOBO collective. - Jul 2017
- Certificate in Capacity Building. - Jul 2017
- Course in ATOCAD Program. - Feb 2014