

CURRICULUM VITAE

Name: **Nawal Akel**
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Education:

- *In (2016), Bachelor Degree in Business Administration, Arab College of Applied Sciences, Gaza.*
- *In (2015), Master Degree in Business Administration (MBA), Al-Azher University- Gaza.*
- *In (1999), Bachelor Degree in Architecture Engineering, Islamic University- Gaza.*

Special Strength:

- 9 years of experience in NGOs management (Admin, Logistic, and Finance) with 6 years in Project Cycle Management.
- Contribute to the development of Action Plans, M & E Plans, Risk Assessment, Change Management and Implementation Strategy.
- Excellent in English listening, speaking, writing, and reading
- Fine experience in reporting (donors), developing proposal/concept papers, designing programs, and HR practices
- Superb in project field management skills and in team-work
- Proactive attitude, excellent communication skills and good in dealing with disabled clients/patients
- Enough experience in field visits (community mobilizer)
- Good in conducting education/ awareness sessions (good presenting skill)
- Wide range of relationship with LNGOs, INGOs, ministries, institutions, Governmental bodies, and private sectors.
- Expert level knowledge in security, disaster risk reduction, humanitarian programs management, gender, conflict, needs assessments, coordination, and logistics
- Acknowledgment from Ministry of Local Government
- Acknowledgement from (UNDP-DEEP) Deprived Families Economic Empowerment Program
- Acknowledgment from (Save The children)- Promoting Healing and Learning for Gaza's conflict affected children
- Acknowledgment from (MA'AN Development Center)
- Acknowledgment from mercy corps- NASP program

Work Experience:

- Projects Coordinator: Basma Society for Culture and Arts (BSCA-Gaza Strip), February 2017 up to now.

Main responsibilities :

- Coordinate for culture and arts projects within the project unit ((fundraising tasks sometimes).
- Maintain or plan theater use, rehearsals or performances.
- Collaborate with staff and volunteers on various aspects of office management and operations.
- Assist lead director with production and promotion (interpretation and translation - English/Arabic).
- Act as liaison with event organizers and staff to coordinate rehearsals, performances.
- Networking with new and exists stakeholders.
- Maintain accurate inventory of theatre equipment, props, and related material.
- Confer with community group representatives, event planners and others regarding facility usage, availability of equipment and scheduling of dates.
- Produce schedules and written instructions as needed.
- Interact directly with Artist and touring personnel/staff to ensure full service of artist's logistical and hospitality requirements, per artist contractual agreement.
- Disseminate information to staff from Artist/touring personnel or staff.
- Have working knowledge of emergency procedures for various situations such as fire, power outage, evacuation, medical emergencies, and other extraordinary situations as they arise.

- From March 2013 to present, **Projects Manager**, Alnajda Social Association, Gaza

Main responsibilities :

- Supervising all projects in Alnajda .
- Experience in economic empowerment projects and the preparation of economic plans.
- Coordinating the team work within the demanded criteria of the partners .
- Providing monthly reports shared with partners and delivered to the donors.
- Monitoring and evaluating the implementation process of the whole projects .
- Communicating with donors.
- Preparing financial and administrative reports.
- Work as trainer of business administrator and communication skills for ladies .

Supervising the operational grants worth \$ 500,000Appropriate and consistent interpretation and application of administrative policy and procedures timely implemented at alnajda association .

Keeps supervisor abreast of potential problem areas, prepares reports on administrative matters as required.

Performs any other duties and responsibilities as requested

Overall management of the project field activities and Supervision of technical and field staff involved in the project include :

1. Emergency operating programs
2. Economic empowerment programs
3. Psychological support programs
4. Supporting education programs

- From Feb 2000 until July 2001, **Projects Coordinator**, projects planner and Admin, Qarara Municipality. Main responsibilities:

- Providing a technical assistance and planning.
- Coordinating with local committees representative.
- Monitoring the projects as a site engineer.

Volunteering Work and Activities:

- December 2010, Participating in a youth conference in South Africa
- April 1999 until Jun 2000, Architect, Municipality of Khan Younis Municipality, Participating in designing and preparing maps to develop some neighborhoods in the city.
- Apr 1999 until Jun 2000, Architecture, Alquds Engineering Office , Designing architectural maps.

Skills:

- Proposal writing skills. (I took many courses and using these skills during my work)
- Presentation skills. (I used to present my work in conferences and in media interviews)
- Working under pressure. (I never missed a deadline, even though I often have a lot of work at the same time)
- Planning skills. (During my work experience I always put a plan for me and my team)
- Communication skills. (I took many courses that help me in my career and daily life activities)
- Leadership and management skills. (I used to be a leader for a teamwork in all my work experiences)
- Computer skills: Microsoft office, Dos & Auto CAD 14&2000.
- Driving license.

Languages:

- Arabic: Native
- English: Very good

REFERENCES

Name	Mobile	Work Place	Job Title
Mohammed Hamdan	0598935460	Save the Children	Health Field Officer
Jaber Qudyh	0599417440	Maan development center	Director-Gaza Branch
Tareq Shatat	0599864277	Program (Deprived Families Economic Empowerment Program) DEEP/UNDP	Monitoring & Evaluation coordinator