

# Mohammed Y. Al-Wazizah

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## PROFESSIONAL SUMMARY

With over 10 years of experience in IT, monitoring & evaluation(M&E), and data management. My background includes creating work plans, managing data, reviewing and writing monthly reports, analyze data, and coordination. I'm proficient in developing M&E plans, collecting, and producing clear, well-structured reports. My data management skills are further enhanced by certifications in Excel, Tableau, and Power BI. Additionally, I am a strong team player, comfortable working under pressure, possess excellent communication skills, and have a keen eye for detail.

## SKILLS

- |                    |                       |                  |
|--------------------|-----------------------|------------------|
| . Microsoft Office | . Power BI            | .Internet Search |
| . Data Management  | . Database Management | .SQL             |
| . Tableau          | . Social Media        | . ArcGIS         |

## EXPERIENCE

### Monitoring & Evaluation Assistant

Feb 2022 – Nov 2024

#### World Food Program(WFP) | Yemen

- Ensure all Distribution reports, Food Release Notes (FRN) and outcome reports are submitted and consult with Programme Officers of the different sections to ensure validations are done in a timely manner.
- Manage administrative role in terms of creations/update of ration scales, geo-locations list, and overall management of system users.
- Co-ordinate with various focal points and activity managers at area offices and country offices, to gather information, taking on feedbacks where appropriate to support delivery of FRNs, monthly distribution plans, completion reports, distribution reports and other outputs and outcome data.
- Lead the first level reviews of all data entries in the system.
- Support the clearance and reconciliation processes of cooperating partners' distribution reports by crosschecking distribution data and producing relevant reports.
- Co-ordinate with the various system users to provide technical advice/support when required and take in feedback, responding to queries, provide technical advice/support and provide maintenance of datasets.
- Review and ensure information is accurate and available for different programmatic and implementation functions when required.
- Lead and organize relevant trainings to partners and WFP staff when required.
- Conduct refresher trainings and orientations to relevant focal points whenever required.

### Monitoring & Evaluation Assistant

Dec 2021 – Feb 2022

#### The Norwegian Refugee Council (NRC) | Yemen

- Support the development and implementation of appropriate monitoring processes and systems, effective communication of monitoring and evaluation information.
- Lead data collection activities and conduct data quality checks in the field and ensure accuracy and completeness of survey questionnaires.
- Co-ordinate with Education, food security and livelihood, ICLA, Shelter and WASH to assist with collecting, collating, presenting and otherwise managing information for M&E related reports.
- Assist in the establishment and management of a database and monitoring and progress tracking system.
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- Conduct and support frequent surveys/assessments for monitoring and evaluation activities.
- Support in the preparation of project evaluation and/or review reports and draft regular M&E report.
- Assist with documentation of the projects, including project activities/inputs, outputs, and outcomes (e.g. assessments, recording construction progress forms, change in behavior and situation, etc.).
- Manage and update the country program M&E database, ensuring correct and swift data entry and processing.
- Support in data collection and data entry of forms and reports as required.
- Lead in prepare routine monitoring reports and data analysis, highlight trends/issues ensuring deliverables adhere to corporate standards, identify shortcomings, and make relevant recommendations.
- Support collection and maintenance of geographic baseline and thematic data.
- Implement Complaint, Response and Feedback Mechanism and do the daily complaint.

### **Monitoring & Evaluation And Reporting Officer**

**Apr 2019 – Nov 2021**

#### **Qatar Red Crescent (QRC) | Yemen**

- Lead in creating M&E plans for the project, taking into consideration the required indicators and other information useful for project monitoring and evaluation.
- Manage and maintain information records and monitoring plan documentation, to assist in the effective delivery and distribution of non-food items and food security and livelihood.
- Co-ordinate with the project management staff in designing both data collection tools and electronic templates for collecting regular projects' activities and performances data.
- Conduct quantitative and qualitative data collection activities at field level through surveys, interviews, questionnaires, focus group discussions with beneficiaries.
- Receive and collate comments and feedback from field teams and beneficiaries to support identifying programmatic issues.
- Design and create surveys and assessments using KOBO Toolbox.
- Prepare and submit regular, timely, and quality M&E project reports and provide monitoring and evaluation findings and recommendations to support performance planning and risk analysis.
- Support in preparing and sharing Third-Party Monitoring requirements, by sharing monthly monitoring plans, tracking progress, project documents, BNFs lists etc.
- Verify and clean data collected by the field teams in real time, check data quality, performs data processing and data analysis functions and interprets/reports findings from quantitative and qualitative data.
- Assist in planning, leading, and evaluating regular M&E training workshops to build the capacity of project staff in use of M&E data for program improvement.

### **Data Management Officer**

**Mar 2018 – Mar 2019**

#### **Qatar Red Crescent (QRC) | Yemen**

- Develop a comprehensive plan for data management and collection.
- Supervise data entry assistants in all governorates and discuss their data management plans.
- Follow schedules of the field teams in collecting data and ensure their suitability for the project timetable.
- Manage all data entry activities within the project, the targeted directorates, and the level of performance of its employees.
- Provide the project management with all details related to the implementation of the plan and the difficulties.
- Archive and document everything related to the project.
- Provide field teams with technical support to enable them to work with high efficiency.
- Review and collect data from field teams.
- Determine the classification of the beneficiaries according to standards in place and report the statistics.
- Communicate with field teams and report any concerns / issues they face during collecting data.

**Exceed Language Center | Yemen**

- Managed Exceed database, running & creating queries, and designing forms & reports.
- Responsible for procurement and plan for ICT budget.
- Troubleshooted problems with computer systems, software/applications, hardware, and laptops.
- Updated and upgraded, systems, security updates, and anti-virus software.
- Created of new users in Microsoft Active Directory and Domains.
- Responsible for installing, configuring, troubleshooting, and maintaining the hardware and software.
- Maintained regular updates and backups of the database and of the office data as well.
- Updated and maintained servers, network equipment, desktop workstations, peripheral equipment...etc.
- Doing yearly inventory of all ICT stores.

**EDUCATION**

B. Sc. in Information Technology (IT). University of Modern Science	Oct 2010
Diploma – Computer Engineering Sana'a Community College	Jun 2008

**TRAINING & CERTIFICATES**

Google Data Analytics Coursera.com	Feb 2024
Tableau Training Skillup.com	Feb 2023
International Cooperation and Humanitarian Aid KALU Institute	Jun 2022
Data Analysis Using MS Power BI Top Managers Development and Consulting	Aug 2021
Advance Microsoft Excel Talal Abu-Ghazaleh E-Training Center	Mar 2019
Web Desgining New Horizons Cmoputer Learning Centers	Nov 2019
ITP TOEFL Amid-East Sana'a	Dec 2013
English levels 1B through 7B (Graduate). Yemen America Language Institute (YALI)	Jan 2009

**LANGUAGES**

Arabic Language	Mother tongue
English Language	Professional

**VOLUNTEER**

UN Volunteers Event Conference Room Management for COP16 – Riyadh, Saudi Arabia UN Volunteers	Dec 2024
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