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SOCIAL

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LANGUAGE

ARABIC ●●●●●

ENGLISH ●●●●●



Waleed El-Haj

CURRICULUM VITAE

EDUCATION

- Master student in International Cooperation and Humanitarian Aid** 2019-2020
1Mar – 30Sep
KALU INSTITUTE, Madrid - SPAIN / E-learning
- BA student in Business** 2017-2021
1Aug – 30Aug
University of Modern Sciences
- BSc in Accounting** 2007-2012
1Jan – 30Oct
Sana'a University - Faculty of Commerce
- Post Graduate Certificate in Project Planning and Management** 2019
15 – 30 June
Makerere University - Uganda
- Post Graduate Certificate in Project Monitoring and Evaluation** 2019
17 – 28 June
Makerere University – Uganda
- Diploma in English language** 2018-2019
22Oct – 7Sep
Sir Nelson International College - Uganda
- Strategic Planning and Institutional Development** 2014
6 – 10 Nov
OXFAM & IWPR - Turkey
- Financial Management** 2015
21 – 22 Jan
Oxfam & PricewaterhouseCoopers PWC – Egypt
- Quality Management in Project Management** 2014
Sana'a University - Business Center & USAID Response Project.

WORK EXPERIENCE

- Organizer** 2020-2022
*26 Months
1 Feb – up to now
Part Time*
TEDxSanaa
- Main Responsibilities:**
- **Create a TED-like experience**
Big ideas, rich storytelling and a multidisciplinary program are just a few qualities that make a great TED event. capture the spirit of TED in the event by sparking community connections and inspiring ideas that change perspectives.
 - **Unearth local voices**
feature live talks at TEDxSanaa event, bringing attention to undiscovered voices in the community. Choose extraordinary people who have been heard and seen by few, but have a fresh approach in their field, a unique story to tell, or a new perspective to share – which they can convey in a dynamic way.
 - **Lead team**
A group of organized, impassioned people can make one powerful event – they just need the guidance and support to make it happen. managing staff through strong, thoughtful leadership. Every person on the team (that includes speakers too!) should feel like they're part of a caring, trusting and accountable community. Be an advocate for them, and their support will follow.
 - **Follow rules and guidelines**
Follow TEDx rules and guidelines throughout TEDxSanaa journey, and introducing the rules to teams and community.
 - **Produce content**
Whether playing a curated program of TED Talks or combining live talks and video, organizer is responsible for creating a program that “wows” your guests and viewers. That takes a lot of creativity and work
 - **Celebrate and protect the TEDx vision**
make sure the vision and mission of TEDx is protected and celebrated. Use TEDx event logo often, understand and spread the idea of TEDx (including the difference between TED and TEDx!), and invest in the spirit of the TEDx community.
 - **Put in the work (and passion)**
make sure to have the time and dedication to do the hard work needed to create a great event. Unadulterated joy is also a must! Put in the work and bring a ton of passion to the mix, and it will be an experience you'll never forget.

SKILLS

- ✓ Managing civil society organizations and networks and organizing their regulations and policies.
- ✓ Preparation, writing, managing and coordinating projects and programs of civil society organizations.
- ✓ Prepare regulations, policies, regulations and procedures for youth institutions and organizations.
- ✓ Training in advocacy and Conflict Management.
- ✓ High skill in dealing with a computer.
- ✓ Manage sites and social pages like Facebook, Twitter, YouTube professionally.

REFERENCES



Laila Asda
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Ahmed Noor Aldeen
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Ghadeer Al-Maqhafi
Acting Executive Director
YBC - Yemeni Business Club
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WORK EXPERIENCE (continued)

Director of Operations

Venus Agency

2021-2022

6 Months
1 Nov – up to now
Full Time

Main Responsibilities:

- Plan and monitor the day-to-day running of the business to ensure smooth progress and Supervise staff from different departments and provide constructive feedback.
- Evaluate regularly the efficiency of business procedures and apply improvements and Revise /or formulate policies and promote their implementation.
- Oversee customer support processes and organize them to enhance customer satisfaction
- Ensure all operations are carried on in an appropriate, cost-effective way and improve operational management systems, processes, and best practices.
- Evaluate overall performance by gathering, analyzing, and interpreting data and metrics and Perform quality controls and monitor production KPIs
- Formulate strategic and operational objectives and Formulate business strategy with others in the executive team

Chief of Management Board

Baader foundation for development

2020-2021

21 Months
1 Jan – 31 Oct
Part Time

Main Responsibilities:

- Provides leadership and governance of the Board so as to create the conditions for overall Board's and individual Director's effectiveness, and ensures that all key and appropriate issues are discussed by the Board in a timely manner.
- Promotes effective relationships and open communication, and creates an environment that allows constructive debates and challenges, both inside and outside the boardroom, between Non-executive Directors and the management.
- Ensures that the Board as a whole plays a full and constructive part in the development and determination of the foundation's strategies and policies, and that Board decisions taken are in the foundation's best interests and fairly reflect Board's consensus.
- Ensures that the strategies and policies agreed by the Board are effectively implemented by the Executive director and the management.
- Sets, in consultation with the executive director meeting schedule and agenda to take full account of the important issues facing the foundation and the concerns, and ensures that adequate time is available for thorough discussion of critical and strategic issues
- Ensures that the Board is properly briefed on issues arising at Board meetings and receives, in a timely manner, adequate information which must be accurate, clear, complete and reliable, to fulfill its duties, such as reports on the Group's performance, the issues, challenges and opportunities facing the Group, and matters reserved for it to make decision
- Ensures that there is effective communication with shareholders, and that each Director develops and maintains an understanding of the stakeholders' views
- Establishes good corporate governance practices and promotes the highest standards of integrity, probity and corporate governance throughout the Group and particularly at Board level

M&E Officer

TEDx Women & TEDx Kids & TEDx Live

2017-2019

3 Years
1Apr - 12Dec
Part Time

Main Responsibilities:

- Responsible for the design, coordination and implementation of the monitoring and evaluation framework of the Projects.
- monitor TEDx activities on a regular basis
- Develops and regularly reviews of the tools for monitoring and evaluation and make adjustments to facilitate objective measurement of the project.
- Ensuring timely and duly management of TEDx activities listed in the Work Plan (WP)
- Managing and guiding volunteer work on the activities and objectives listed in the WP, and ensuring that their work is conducted in a timely manner and hold high quality Prepare periodic reports regarding progress toward and barriers to the achievement of such policies and plans.
- Maintain a close working relationship with government agencies.
- Planning and implementing promotional campaigns.

Project Manager Project “Relief of families in Tehama” (Education, Health, Food Security and Income Generation Activities)

Yemeni Business Club

2016-2017

8 Months
1Dec – 30Jul
Full Time

Main Responsibilities:

- Managing staff and overseeing the day-to-day activities and implementation of the Project, including financial management.
- Supervising and monitoring the performance of the implementing partners in the implementation of the project activities and ensuring that the quality of the activities is achieved in order to serve the basic objectives of the project.
- Write timely and concise biweekly, monthly and interim/final narrative reports using reporting templates.
- Conduct Project risk analysis for the management of risks, especially those that threaten the completion of the project and the development of a response plan that will prevent the risk of the project.
- Ensure that the project is delivered on time within scope and within budget.
- Measure project performance through reports, progress matrix and field visits.
- Lead the development of work plans, workshops and periodical work sessions and meetings for the unit and hold orientation seminar for his team members from the project and Waste sector to clarify the project's objective and methodology.

PERSONAL SKILLS

TEAMWORK



collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way.

MANAGING



coordinating the efforts of employees to accomplish objectives through the application of available resources.

ANALYTICAL



Analyze the facts to find out the roots of the problems and come up with effective solutions

STRATEGIES



setting goals, determining actions to achieve the goals, and mobilizing resources to execute the actions.

CREATIVITY



Think outside the box and put forward proposals and activities touching the street in a creative and meaningful way.

COMMUNICATION



Communicate with the supervisory authorities, decision makers, the community and the beneficiaries of the activities.

“Waleed is a successful project manager who worked tirelessly at our expense, his excellent management experience and comprehensive reporting and gives us everything we need to make the strategic decisions that will help us develop.”

Ghadeer Al-Maqhafi

Acting Executive Director

Yemeni Business Club & YIoD

WORK EXPERIENCE (continued)

CFS Officer

INTERSOS

2015-2016

16 Months

1Aug – 30Nov

Full Time

Main Responsibilities:

- Deliver the CFS curriculum and other recreational activities to the children with/or without their parents.
- Communicate with children in a protective manner ensuring the respect of their rights.
- Create a positive and trustful atmosphere while interacting with children encouraging them to express their needs and ensuring their feeling of safety.
- Ensure that a child is not alone in the location of activity at all times,
- Identify materials required for activities preferred by children and request for procurement.
- Actively attend supportive trainings and experience sharing meetings.
- Ensure activities are appropriate for the physical and mental capacity of children.
- Assist in the coordination of Child Protection awareness raising events.
- Organize joint events with children from the host communities for community harmonization.

Outreach Officer

Future with Peace project
Search for Common Ground Organization

2015

6 Months

22Feb – 30Jul

Full Time

Main Responsibilities:

- Prepare periodic reports regarding progress toward and barriers to the achievement
- Maintain a close working relationship with representatives of the community organizations and government agencies.
- Coordinate learning activities within the organization to support documentation and sharing of key lessons and achievements.
- Assist technical teams to package and disseminate materials to facilitate replication and learning among project partner.
- Planning and implementing promotional campaigns.
- Managing and improving lead generation campaigns on peace building projects, and measuring results.
- Work with Project Manager to constantly improve and enhance the project implementation progress of activities.

Program Manager for IDP camps

Project “Relief”
The Office of Social Affairs and Labor

2015

8 Months

29Apr-31Dec

Part Time

Main Responsibilities:

- Coordinate / develop / update agreed response strategies and action plans.
- Monitor sites to identify needs, gaps in service provision, and duplication of efforts at IDP sites.
- Support the Camp Management team in coordinating with local authorities and partners.
- Coordinate with all humanitarian workers, whether local or international organizations or government agencies to cover the needs.
- Coordinate with all humanitarian workers, whether local or international organizations or government agencies to cover the needs of the camps necessary by the camp coordinators.
- Create a map of services that includes available services and hotline numbers for partners in the field and update them regularly.

Executive Director

Baader Foundation for Development

2013-2014 & 2017-2018

3 Years

25Sep – 31Dec. 1Aug – 31Dec.

Full Time

Main Responsibilities:

- Be responsible for the management and implementation of projects including providing financial, human resources, logistics and procurement oversight.
- Direct and periodic executive management of the work of the foundation and its related projects and ensure the achievement of plans and objectives set in accordance with the laws and regulations adopted by the institution.
- Conducting communication and follow-up with donors and financiers in all administrative and financial matters related to projects and programs.
- Ensure an efficient financial management for the project in compliance with model and Baader's donors' regulations.
- Follow up the work of employees in the institution for the purpose of evaluating the performance and inventory deviations, if any and know the reasons and work to correct them.
- Manage key relationships with donors and stakeholders to facilitate the implementation of the projects.
- Identify and engage key stakeholders (including governments, business leaders and global NGOs) and foster partnerships to pursue Baader's mission related objectives.
- Develop sustainable financial models for the organization, including identification and exploration of potential financial funds.
- Develop and implement strategies that will ensure the long-term sustainability of Baader.

HOBBIES



KEY ACHIEVEMENT

Founder of a youth unit to support youth initiatives capacity building programs for volunteers. More than 6,000 young men and women were rehabilitated and registered in this unit for over 8 years.

This youth unit is using a training manual call **Volunteer** which was designed by Waleed and currently is being used with other youth initiatives.

WORK EXPERIENCE (continued)

Project Coordinator Youth Empowerment Project 2010 -2011
Civil Development Foundation (EVA'A) *18 Months*

1Mar - 30Aug
Full Time

Main Responsibilities:

- ordinate and schedule project-level meetings and other activities to promote active communication amongst project teams, stakeholders, and management.
- Facilitate the initial setup of the project via project management software and monitor the progress throughout all phases of the project life-cycle.
- Assist in the day-to-day management of project from initiation through implementation and deployment.
- Manage creative activates daily schedules in project management.
- Monitor project, schedules, work hours, team resources to ensure project success.
- Maintain and enforce project schedules.
- Organize, format, and deliver project status reports.
- Communicate with the team and ensure all members understand their tasks.
- Highlight potential risks or malfunctions and act proactively to resolve issues.

Democracy Club Coordinator

Youth Unit for Democracy and Human Rights

HRITC (Human Rights Information and Training Center)

2007-2011

4 Years
1Jan - 28Feb
Part Time

Main Responsibilities:

- Planning and implementing awareness campaigns and Manage day-to-day youth programming including expansion of current offerings with management.
- Ensuring timely and duly management of club activities listed in the Work Plan.
- Managing and guiding volunteer work on the activities and objectives listed in the work plan, and ensuring that their work is conducted in a timely manner and hold high quality.
- Complete all assigned responsibilities in a timely manner and exercise clear communication with supervisor(s) and direct reports.
- Prepare periodic reports regarding progress toward and barriers to the achievement of such policies and plans.
- Work collectively with Directors/support staff for the planning and carrying out of all community events.

TRAINING COURSE

UNICEF & INTERSOS

2015

- Gender based violence in child protection. *2015*
- Case management and psychological support in GBV with children. *2016*
- GBV SOP for child protection actors. *2017*
- Support in Gender Based Violence. *2017*
- Counseling and identification of child protection threats.
- Children rights and child protection issues.

DRC & UNHCR

2010

- Advocacy and Networking in civil society for human rights cases. *2012*
- International protection for refugee.

OXFAM

2018

- Protection & Humanitarian principles during emergencies

Business Administration Center - Sana'a University

2013

- Quality Management Awareness Based on the international standards ISO 9001:2008

NDI [National Democratic Institute]

2011

- Writing projects. *2012*
- Development of awareness materials.
- Statistical Analysis Program SPSS.

The Humanitarian Forum [Yemen] & UNDP

2016

- TOT on Human Competencies, Conflict Sensation, Early Recovery

Transparency international

2013

- Law on the right of access to information

Mwatana & UNDP

2016

- Basics of documenting violations of international humanitarian law.

HRITC [Human Rights Information and Training Center]

2010

- Friendly spaces and psychological support in case of emergency *2011*
- TOT in Human rights & Advocacy.

Civil Development Foundation & NED

2010

- Citizenship and Human Rights to Empower Youth Politically Empower. *2011*
- Development of Civil Participation for Youth