

✉ Yamenzedan91@gmail.com

My background includes tasks of coordinating and managing food projects, cash vouchers, and WASH projects, as well as performing MEAL tasks from project follow-up to reporting.

📍 Syria -Idlib – Idlib

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# Yamen Zeidan

## WORK EXPERIENCE

### Trainer

#### "M&E Trainer"

- Al Nahda Academe (50 Hours)
- Abrar Organization (200 Hours)
- DTC Center (50 Hours)

#### "Excel Trainer"

- Al Nahda Academe (50 Hours)
- Abrar Organization (150 Hours)
- Syria Children Association (50 Hours)

### MEAL Assistant in Darna Organization

Oct 2020 - NOW

- Monitor project activities and the work of teams in the field on a daily basis
- Support the collection and management of data sets, verification and reporting
- Manage the information collected through the feedback and complaints mechanism
- Working with the Director of M&E in Turkey to inform him of the results of M&E resulting from project M&E

### MEAL Officer in ABRAR Organization

2018 - 2020

- Supervising data collection and ensuring data is accurate, collected, analyzed and loaded on time.
- Supervising the process of selecting beneficiaries according to the specified criteria, approving the final lists and sending them to the programs department.
- Monitor distribution activities and oversee the implementation of DM & PDM questionnaires.
- Coordination and supervision of a team of 7 to 10 employees and assigning the team's tasks.
- Supervising informing the beneficiaries of the complaint's mechanism, taking into account their culture, organizing and tabulating complaint's records and sending them to the specialized department and helping in handling, verifying and responding to them in a timely manner.
- Submit reports on activities carried out with recommendations and lessons learned on time.
  - ✓ Cash voucher project
  - ✓ WASH Project in Camps
  - ✓ Training, qualification and vocational courses
  - ✓ Subsidized bread

### MEAL Assistant in ABRAR Organization

2017 - 2018

- Explain the team's data collection tools and help them collect data.
- Help check complaints
- Helping in designing work tools in the department.
- Monitor distribution activities and implement DM & PDM questionnaires.
- Submit daily and monthly activities reports to the line manager.

## FSL Coordinator in SKT Organization

2016 - 2017

- Coordinate with project managers to complete projects in the specified time periods in cooperation with the coordinators in Syria.
- Participate in the planning and preparing executive programs.
- Coordinate with the MEAL department to monitor project activities and evaluate their effectiveness.
- Receive monthly reports from coordinators, check them and send them.
- Sending quarterly and annual reports on the work of the FSL.
- Solve problems and communicate with team members to strengthen the spirit of teamwork.
- Organization of meetings and representation of the organization in food security forums.
  - ✓ Free Bread Project
  - ✓ Cash voucher projects
  - ✓ Food Basket Project
  - ✓ Aladahy Project (The sacrificial Project)

## Project Coordinator in SKT Organization

2013 - 2015

- Preparation and implementation of program plans inside Syria.
- Create project schedules in coordination with the project manager.
- Create task lists for project team members.
- Monitor project progress, budget, time, etc.
- Monitor and evaluate staff performance.
  - ✓ Food Basket Projects
  - ✓ NFI Projects

## Syrian Organization for Refugees

2012 - 2013

- Data Entry
- Data collection.

## EDUCATION

2008 - 2012

University Degree

University of Aleppo

Faculty of Sciences - Department of Chemistry.

## IT SKILLS

- Microsoft Office (Word – power point – Excel –Publisher).
- Application (Kobo Toolbox) Design a questionnaire.
- Power BI

# Courses & Training

## APMG International.

- ✓ PMD pro

## Orange Organization

- ✓ M&E
- ✓ Minimum Standards for Education in Emergencies
- ✓ Child protection minimum standards

## Disaster Ready

- ✓ Fundamentals of Project Management
- ✓ Plan and anticipate project risk
- ✓ Lead the difference
- ✓ The successful implementation of vouchers distribution program

## OTHER

- ✓ Sphere course.
- ✓ Quality and accountability in humanitarian work
- ✓ BBR
- ✓ Data Analysis
- ✓ TOT

# Languages

- ✓ Arabic: C2 ML
- ✓ English: B2

# References

available upon request