

Professional Profile

A tenacious and experienced grants manager with a proven track record of securing funding for research and development projects. Capable of providing insight into an organisation's needs and identifying the collaborative and effective ways to achieve them.

**Core Skills**

- Grant Management
- Assessment
- Research
- Information
- Donor Relations

**Career History**

**2009 – Present**

*Outline*  
Fulfilling grants management and administrative responsibilities.

*Key Responsibilities*

- Serve as the primary point of contact for all relevant stakeholders in the MENA region.
- Monitor and manage the grant-making, analysing and reporting process.
- Prepare proposals and detailed financial and updates, final reports of effort reporting.
- Apply for and manage grant records.
- Develop and manage grant compliance.

*Key Achievements*

- Established a grants management system of ARO Director.
- Managed organisations official all activities.
- Streamlined the grant-making process.
- Alerting POs to issues and taking appropriate action.
- Conducted regular grant assessment; providing recommendations.

**2005 – 2009**

*Outline*  
Assisted in the development of budgets, and for

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### Key Achievements

- Delivered effectively daily support to a diverse programme: liaising professionally with all stakeholders to resolve enquiries; liaising with colleagues to ensure completion of certification; liaising with the public to ensure satisfaction
- Coordinated project completion of certification of completion
- Proactively responded to enquiries provided ongoing support
- Prepared a range of functions including administration

### 2005 – 2007

#### Outline

Responsible for  
with a media focus

### Key Achievements

- Successfully advised the press on opportunities; contributing to press outlets
- Proactively responded to press releases; outlets
- Helped develop activities; outlets

### 2002 – 2003

### 2001 – 2002

- Accounted for the partnership with cash transfers
- Monitored compliance of authorised
- Closed down office tasks

### 2000 – 2001

- Maintained data, and actively gathering
- Assisted in preparation
- Continued to gather experience

### 1999 – 2000

### 1998 – 2000

## Education

- Cambridge
- MA: History

## Workshops

- Functional Training
  - Strategic Training
  - Graduate Learning (MEL)
  - The Learning
  - IWF
  - Mid
  - High
  - Ru
  - Ca
- Strategic Planning  
Arab Researchers  
ent Conference

## Language

## Research

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