

## Eshraq Mohamed Sharhan

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### EXPERIENCE

2007 – present



**United Nations' World Food Programme**

**Sana'a, Yemen**

*Senior Business Support Associate to the WFP Representative and Country Director*

- **Translation:** translating of documents, reports, press releases and agreements from English to Arabic and vice versa.
- **Administrations Management:** responsible for the coordination of the Country Director's scheduling, including appointments, travel arrangements (visas, security and travel booking), professional booking and accounting;
- **Database Maintenance:** facilitated and streamlined contact databases consistently updating relevant information for focal points at embassies, international organizations, UN agencies and ministries; further organized, set-up, and maintained all unit files;
- **Procedural Oversight:** designed and implemented the lay-out of reports and spreadsheets; reviewed information and data for procedural accuracy and formatting;
- **Office Supervision:** managed all correspondence, reports and other incoming materials and documents; operated all varieties of office equipment such as photocopier, facsimile, printer and supplies;

2005-2006



**United Nations Development Programme**

**Sana'a, Yemen**

*Administrative Assistant (Electoral Support Project)*

- **Technical Translation:** responsible for the translation and interpretation needs of the office;
- **Projects and Accounts Management:** ensured the timely settlement of bills and payments for all local staff; maintained records of all project activities and operations, as well as past project files and archives;
- **Administrative Support:** coordinated arrangement and logistics for international experts and incoming evaluation missions, including travel, accommodation and appointments; focal point for all major administrative tasks related to procurement; prepared and circulated Meeting Minutes and Notes for the Record.

2003-2005



**Social Fund for Development**

**Sana'a, Yemen**

*Executive Secretary*

- **Program Support:** assisted project officers in arranging workshops, responsible for the review and proofreading of correspondences, documents, and reports, coordinated support required for visiting missions and consultants; also prepared Meeting Minutes and Notes for the Record, and updated the unit's website;
- **Administration Management:** provided all travel arrangements for local and international missions and trips; monitored Unit email address; ensured adequate filing of documents (paper and electronic); coordinated all scheduling and liaising with organizations and experts;
- **Technical Translation:** responsible for the translation and interpretation needs of the office.

**EDUCATION** Sana'a University, B.A. (2002)

Sana'a, Yemen

- **Area of Focus:** *English Literature*, Faculty of Arts (Grade: Very Good, Rank: Seventh)

**COURSES& CERTIFICATES**

- Online Rosetta language French course 2019
- Peer Support Training, Jordan 2012
- FAO English Language Proficiency Examination, Rome 2012
- Procurement Certification Course, Sana'a 2009
- Yemen-America Language Institute, *Business Meeting and Presentation Course* - 2007
- New Horizons Institute, *Courses in Excel, PowerPoint and Adobe Photoshop* – October 2003, 2004
- SFD&-Yemeni Center for Information and Technical Education, *Courses in Administrative Archiving and Filing (paper and electronic)* - 2003
- APTECH, *Windows and Internet Browsing* - 2002
- Yemen-America Language Institute, *English Language Course* (six-levels) – 2000, 2001

**LANGUAGES** Arabic (native), English (fluent);

**SKILLS** **Technical Proficiency:** Windows, Microsoft Office, Outlook, WINGS and Internet applications; **Communications:** technical and professional translation and interpretation; **Strengths:** detail-oriented, excellent inter-personal skills, able to manage a large number of tasks and multiple deadlines, committed to contributing to the success of diverse professional environments.

**PERSONAL** Interested in: traveling, experiencing new cultures, and working with computers.: Jordan, Germany, Syria, and Egypt.