

# Malik Aljabu

Professional Project manager with +4 years of experience in Finance, Stakeholders' Management, and project implementation under transnational organisations. Experience in coordination, planning, and management of people and resources. Excellent reporting skills with great project delivery track record of 10 projects within budget, scope, and on time in 3 years - 95% project implementation success rate.

## Education

(Sep 2019 – Dec 2021)

### **Master of Science in Management MScM**

Universita Cattolica del Sacro Cuore – Milano – Italy

(Sep 2012 – July 2016)

### **Bachelor of Science in Economics BEc**

University of Zawia – Zawia – Libya

## Experience

(Dec 2022 – Present) Industry: Non-Profit

### **Project Manager – Fondazione Centro Euro-Mediterraneo sui cambiamenti Climatici (Lecce – Italy)**

- Overall project coordination and planning tasks.
- Being the main contact point between the management team and project consortium.
- Deliver technical and financial reports.
- Develop project implementation plans, process plans, spreadsheets, and risk management plans.

(Feb 2021 – Mar 2022) Industry: Non-Profit

### **Project Manager - Women's Forum for Development Organisation (Milan – Italy)**

- Deliver project outputs for 4 projects implemented simultaneously within budget, scope, and on-time.
- Manage a team of 6 and coordinate with them the implementation of the projects' activities.
- Manage financial resources and ensure its availability and allocation.
- Establish and manage relationships with different local and international stakeholders.
- Track project performance and staff using KPIs and M&E tools.
- Write progress and financial reports and attend regular meetings with the donors (Agile style).
- Develop project implementation plans, process plans, spreadsheets, and risk management plans.

(Aug 2018 – Nov 2019) Industry: Non-Profit

### **Administration and Finance Officer – Women's Forums for Development Organisation (Libya – Tunisia)**

- Coordinate with the project manager the implementation of 4 projects and 3 campaigns.
- Develop procurement and purchase requests and send them to the donors for approval.
- Keep accurate records for all daily expenses in line with the project's initial budget, and track bank deposits.
- Deliver monthly financial reports to the donors along with supporting invoices and procurement requests.
- Attend meetings, coordinate with teammates, and provide translation (English – Arabic) when needed.

(Jan – Aug 2018) & (Jun – Sep 2019) Industry: Non-Profit

### **Social Worker – Fondazione L'albero della Vita (FADV) (Italy, Tunisia, and Libya)**

- Perform psychosocial support activities to migrant children and their mothers in two migration detention centres.
- Provide child protection duties, case management, and follow up.
- Attend meetings and coordinate with other teams from CESVI, UNICEF, IRC, and others to avoid overlap.
- Coordinate the building of the first Child Friendly Space in a detention centre in Libya.
- Develop daily, weekly, and monthly progress reports to the child protection manager.
- Provide invoices and inventory management for the tools purchased for project activities.

## **Skills**

**Interpersonal:** leadership, teamworking, flexibility, problem solving, work under pressure, affective communication, negotiation and presentation skills, creative thinking, customer service, customer care, organisational skills.

**Languages** \*CEFR: Arabic (Mother Tongue), English (C2), Italian (B1 – Actively Learning).

**Digital skills:** Microsoft Office, Google Products, Canva, Social Media Management.

## **Volunteering:**

### **(Mar 2017 – present) – Women’s Forum for Development Organisation**

- General office work and translation English – Arabic and vice versa in weekends.
- Participate in the organising committee that plans, execute, schedule, and foresee the implementation of different campaigns on women’s rights, peace and reconciliation, and democracy.
- Manage and allocate financial resources for the different advocacy campaigns.
- Plan and manage fund raising activities.

### **(Apr 2017) – Libyan Academy**

- I participated in two campaigns:
  1. As a lecture in a campaign aimed at raising awareness of students aged 12 – 15 on road safety and precautions to take in emergency contexts.
  2. As a lecture in a campaign aimed at raising awareness of students aged 12 – 15 on the importance of education and inspire them to follow their dreams and ambitions.