

CURRICULUM VITAE

1. Family name: Kadraoui
2. First names: Neila
3. Place of birth: Tunis
5. Nationality: Tunisian
E-mail: neilakadraoui@gmail.com
7. Education:

Bachelor's degree in English Language (courses in English Linguistics) from the Faculty of Humanities and Social Sciences of Tunis, Tunisia, 2006-2010

High school degree in Economics and Management from Pacha Street High School Tunis, Tunisia, 2002-2006

8. Language skills

Arabic: mother language , **English:** fluent (reading writing and speaking) , **French:** fluent (reading writing and speaking)

9. Other skills: Computer Skills (Proficiency in computer and office software (Word, Excel, Power Point, outlook), digital literacy; Project Management training (CCM Consulting Group 2012), Professional use of SAP,

11. Years of professional experience: 10 years

12. Key qualifications:

Ms. Kadraoui has more than 10 years of professional experience in Project Management and Project administration with UNICEF, the British council and the private sector. Throughout these years, she had the opportunity to manage multiple projects across different countries around the world such as; Africa, Eastern Europe, Asia, etc. She has been able to evolve throughout her career and has participated in the evolution of the turnover of the company as well as in the success of the implemented of the project managed. She accumulates the following qualifications:

- Carrying out transactions in VISION pertaining to grants and programme-related (Direct and PO invoice payments, ..)
- HACT management (Direct Payment, DCT, Face, ..)
- Effective scheduling: ability to manage different projects at once while meeting the deadlines, and capability of working under pressure.
- Capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts
- Manage of workloads and priorities
- Management of interpersonal relationships and client service, good communication skills, this asset smoothed the work process especially while dealing with international experts, partners and clients from all over the world
- Travel authorization management,
- Administrative office procedures: preparing visa, official communication with the client (letters, emails ...)
- Leadership skills; Experience in managing team of experts, supervising & monitoring the team of experts throughout all the steps of the project.
- In-depth knowledge on the international procedures & rules; Master the procedures and rules of the UNICEF, European Commission, World Bank, DFID, British Council, etc.
- Finance Management: working within the department of Project Implementation; Budget breakdown & optimisation, Supervising & Monitoring the progress of the projects.
- Coordination: liaising between different members involved in the project/program (clients , partners, experts, ministries,..)
- Data collection and verifications: collecting surveys and data entry,

14. Professional experience: Herewith you find enclosed a clear picture of my professional qualifications:

From April 2021 to Nowadays: Administrative assistant _ UNICEF Tunisia : Office Planning & Project Management

- Ensures the availability of timely, complete and accurate information and data for preparing section work plans and project management plans.
- Undertakes research and performs comparative analysis of project/programme related data.
- Monitors project implementation against established milestones and makes recommendations to improve performance.

Communications & Workflow

- Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs.
- Manages incoming and outgoing correspondence, official letters and verbal notes (ministries and partners, fonder,..)
- Communicates routine and some non-routine information pertaining to the work of the team.
- Establishes and maintains the office filing and reference systems, both traditional and digital; and ensures the inter/intra-net websites are up to date and accurate.

Calendar/Meetings/Correspondence Management

- Maintains office calendar and arranges meetings
- Takes minutes of meetings, ensuring accuracy, attention to detail and coherence.

Events

- Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, carters, and hosts.
- Arranges times through liaising with participants over availability.
- Prepare costs and budget for events,
- Prepares background materials for participants and uploads cleared materials on the intranet.
- Prepares and maintains agendas on meetings and events related to the work group commitments.

Logistics

- Prepare franchise file for the office and donation supplies
- Follow up with the concerned partners (costumes, ministry of foreign affairs) the administrative and franchise files

Travel

- Provides travel assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
- Briefs/de-briefs staff members on issues relating to related administrative matters such as visas, security clearance, and documentation procedures.
- Extracts, inputs, maintains, and verifies correctness of travel records in the organization's travel system to ensure accurate transactions related to travel costs and staff travel.
- Preparation of budgets on travel costs and maintain travel plan and budgetary control records.
- Monitors travel certification and report back to the team.

General Administrative Duties

- Maintain hard and electronic files and update data base systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information
- Maintain attendance records / act as a leave focal point.
- Familiarize with programme monitoring related instructions/tools and report to supervisor for significant changes
- Supports management of administrative supplies, office equipment, and updating inventory of items.
- Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.
- Fleet management: as the supervisor of 5 driver and 1 messenger, I have the responsibility to respond to the transportation requests by dispatching the drivers/ renting cars for the office (staff and programme needs)

Mars 2022- May2022 (3 Months and whenever needed) Officer in charge of Senior Administrative & Finance Associate _ UNICEF Tunisia :

- Process invoices and DCT requests received from various suppliers and partners and check for correctness. Verify coding. Ensure correctness of calculations and speedy process of Travel Advances and Claims, and any other reimbursements to staff members and IPs.

- Initiate correspondence to verify data, answers queries and obtains additional information on accounts and financial transactions as required.
- Verify Data in Payroll on timely basis.

May 2020- Mars 2021 (TA contract) Programme Associate_ UNICEF Tunisia : Programme: Early childhood development ECD:

- Facilitating the development of program cooperation agreements (PCAs) by providing information and drafting selected sections of it.
- Ensuring the timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).
- Conducting program monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.
- Monitoring and tracking the efficient distribution of supplies that are required for effective program delivery.
- Supporting the program section in researching, compiling and analyzing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate program delivery as well as preparation of reports, working papers and presentations.
- Carrying out transactions in VISION ensuring program results, activities and program coding are as per annual work plans (AWPs), and making amendments and alterations as per section revisions when necessary.
- Preparing monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
- Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of program funds.
- Supports capacity development activities related to program development by preparing training materials and participating in exercises.

May 2019-November 2019 _ Project officer_ British Council /DFID/ Ministry of Education Tunisia _ Project: "Connecting Classrooms (CC)": financed by the British Council and DFID (department for International development)

- Provide support for the effective and efficient delivery and evaluation of education projects in Tunisia to the satisfaction of Programme Manager
- M&E : Monitoring, Quality control and evaluating the quality of events and their outcomes; and disseminating lessons learned to enable teams to repeat successes, act on lessons learnt and improve the quality, Evaluation: Provide support on evaluation (including scorecard storyboard) carried out to agreed standards and methodology as required by Programme Manager(s)
- Financial support: Raise POs and deal with payments according to British Council financial requirements.
- Monitor and responsibly manage the projects' budget and ensure timely and regular reporting to the regional and local team.
- Support the team with marketing and communications by providing updates/information for the Marketing and Communications Team to secure appropriate media coverage, in line with British Council scorecard and marketing and communications policies (facebook, BC website, linkedin,..) .
- Reporting: Review Monitoring & Evaluation reporting and provide feedback to country teams and relevant programs
- Logistical support: Mobilisation of teams inside and outside the country to attend events, (study visits, training, meetings,..) ; (issuing mission order, letter of invitation, flight tickets, transportation, drivers,..)
- Data collection and entry (surveys; quality controls of events and trainings)
- Coordinate, Built and maintain good relations with local institution/ administrations (ministry of education, trainers, regional team, trainees, British embassy, international cooperation,...)
- Resources management
- Administrative: Making sure that all the projects documents are well organised (archiving files, electronic and original documents ...) ;
- Effective use of SAP

June 2012 April 2019_ **Project Manager _ CCM Consulting Group**

Assistance & Management Project Managers;

- Workload allocation, Relational management and coordination of work with other departments (central expertise, bidding, financial service, IT), in order to optimize the workflow between the different departments of the company.
- Preparation and negotiation of contracts of experts and clients on FWC and Tender.
- Mobilization of consultants in the (field) mission site (preparation of payments, management and coordination of travel planning, booking of plane tickets ...)
- Management of deliverables: proofreading, making sure that there is no coping, editing the format according to the client requirements.
- Archiving all the project documents in accordance with the archiving procedures of the company responsible for the coordination and management of projects financed by international donors (European Union (EU), World Bank (WB))
- Budget, contractual, logistical and financial management of projects as well as customer relationship management, backstopping and monitoring of various projects in collaboration with international partners.
- Preparation of financial reports of projects funded by the European Union, Preparation of activity reports (monthly and quarterly reports Control of expenses and processing of invoices customers, experts, partners and suppliers