

## CURRICULUM VITAE

### Nafisa Hassan Yusuf

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#### Profile Summary

An experienced Administrative and finance Assistant with years of professional experience in accounting packages and business administration, as well as an experienced teacher with an interest in finance and administration and high ambitions in those areas, works under pressure and meets strict deadlines.

#### Skills / Competence

- ❖ Accounting packages such as Quick Book, Peachtree & Decease.
- ❖ Computer software such as Microsoft Office tools (Word, Excel and PowerPoint)
- ❖ Communication skills ability to understand to multicultural environments gained through knowledge and studies.
- ❖ Professionalism, I pay care & attention to quality in all the work
- ❖ Planning and organizing my duties
- ❖ Ability to make on time with quality, judgments and decisions

#### Work Experience

##### Jun 2019- Dec 2020:

Administrative and finance Assistant at Sun Power Tech in Mogadishu, Somalia.

As an experienced Administrative Assistant and holding financial roles throughout my career, Worked closely with department heads, developed financial forecasts and tracked performance against targets. This experience helped me develop strong leadership skills, including effective communication, decision-making, and problem-solving.

**July 2018- Jun 2019:** worked as a casual employee in Karan District under a contract with Banadir Administration Programs.

I also used to be a teacher at Hilal School, teaching math, Arabic, and Somali. My achievement during teaching was that I attained the skills of teaching and lesson preparation.

Duration	Job Position	Organization	Location
Sep 2017 – May2018	Teacher	Tamkin Foundation	Mogadishu
<b>Duties and Responsibility</b>			
At Hilal School, being in charge of fee collection and student attendance, as well as teaching math, Arabic, and Somali.			

# **CURRICULUM VITAE**

## **Education and Qualifications**

Sep 2013-Aug 2017: University of Somalia (UNISO) Bachelor of Accounting and Finance.  
June 2017-Aug 2018: Certificate of Computerized Accounting in Client Care.  
May 2013-Sep 2013: al-qalam ischool Computer (Software and Hardware).  
Apr 2007-May 2013: Ceynuljalut primary and secondary school High school.  
Feb 2012-July 2012: Certificate of Diploma of Journalism at Al- Qalam Institute.  
Mar2019- May 2019: Professional Certificate of Competency in Training Course on Solar Energy Technology and Entrepreneurship Development, with a specialization in Installation and Maintenance of Solar Panels.

## **Seminars/ workshops I attended**

Feb018 – Sep018: Attended training about Community Facilitator in Karan District On day to day mobilization of beneficiaries implemented by IRC international.  
Apr014 – May014: Attended training about enumerators of livelihood program for collection information from displaced people per family in (OIC) Office –Somalia.  
2017 (2-Day seminar) Attended training about Management and Office Practice.  
2016 (1-Day seminar) Attended Monitoring Evaluation in UINISO.  
2017 (3-Day seminar) Attended Seminar on Financial Performance.  
2017 (1-Day seminar) Attended Seminar on How to increase Economic Development in Somalia.  
2018(2- Day seminar) 7 habits of highly effective people in Somalia working.  
2018(3 Month) project management in Somalia working.

## **Languages Spoken:**

**Somali:** Mother language

**English:** Good

**Arabic:** Good

## **Hobbies:**

- I like meeting with my friends and family.
- Reading Holy Quran, and history books.
- I like protecting and helping the innocent people as much as I can.
- Traveling, meeting new people, Reading, Listening.

**References available upon request.**