

Tiya Mohamad Abdallah

About Me

I'm a hard-working and determined candidate looking for an appropriate job opportunity where I can enhance both my experience and professional skills.

Personal Information

- **Date of Birth:** November 16, 2000
- **Mobile:** +961 70594370
- **E-mail:** tiyamabdallah2000@gmail.com
- **Address:** Lebanon, South Governorate, Saida

Education

- Bachelor's degree of Pure Mathematics from Beirut Arab University
2018-2021
- Master's degree of Applied Statistics from Beirut Arab University
2022-2024

Certificates

- IC3 Digital Literacy Certification from Beirut Arab University
June 2020-July 2020
- Basics of E-Services from Albalasmeh Business Company LTD - UK
November 2023
- Certificate of Project Management Essentials from INJAZ AL-ARAB
May 2024

Experience

- **Data Entry Clerk (KFW) at Saida Polyclinic (UNRWA)**
27 January 2025- 27 March 2025 | Part-time, On-site (6 hours/day)

Duties and Responsibilities:

- Entering patient data accurately into the clinic's system.
- Assisting in verifying and correcting data to ensure accuracy.
- Supporting staff with organizing patient records and documentation.
- Following confidentiality protocols to ensure patient privacy.
- Learning and navigating the clinic's data management systems.

- **Statistical Assistant (Individual Contractor) at United Nations of Economic and Social Commissions for Western Asia (ESCWA)**

1 April 2025 - 30 April 2025 | Full-time, On-site (8 hours/day)

Duties and Responsibilities:

- Collecting and organizing data on children with and without disabilities, disaggregated by sex and age group.
- Covering various geographic areas, including urban and rural regions in Comoros, Yemen, and Tunisia.
- Coding and processing the data using statistical software Excel and R.
- Worked with data from external sources such as UNICEF, the Washington Group, and other international datasets.
- Ensuring accuracy, consistency, and proper classification of variables for regional reports and analysis.

- **United Nation Volunteer (Online Volunteer) at United Nations Information Center in Manama (UNIC Manama)**

11 August 2025 – 27 October 2025 | Part-time, Remote (5 hours/week)

Duties and Responsibilities:

- Supporting the communication team in promoting Amplify – Social Media Campaign for the UN 80th Anniversary on social media platforms.
- Sharing official UN content to raise public awareness and engagement.
- Researching and identifying relevant information to strengthen campaign messaging.
- Collaborating with online volunteers and the UNIC Manama focal point to ensure consistent communication.
- Contributing ideas to improve outreach and audience engagement.

- **Human Resources Coordinator (Volunteer) at Culturelligence (USA)**

24 September 2025 – Present | Part-time, Flexible, Remote (5 hours/day)

Duties and Responsibilities:

- Recruiting and onboarding new hires.
- Participating in research and developing new concepts in People Operations, Agile, and company culture.
- Assisting in improving overall People Operations processes.
- Planning succession and offboarding team members.
- Supporting leadership in building a global learning & development community for People Operations professionals.

SKILLS

• Communication Skills / SPSS / Microsoft Word / Microsoft Excel / Microsoft PowerPoint / Microsoft Office / R Programming / Analytical Skills / Data Analysis / Data Mining / Google Forms / Solving Problems / Leadership / Presentation / Research / Python / Attention to Details / Interviewing Skills / Project Management / Data Entry / Data Verification / Statistical Analysis / Data Management / Adaptability / Time Management / Teamwork / Collaboration / Recruitment / Confidentiality and Integrity / Decision-making

Languages

- **Arabic:** Mother Tongue.
- **English:** Bilingual.
- **French:** Basic.

Interests

→ Writing & Reading, Learning Languages, Traveling.