

# Faysal Ahmed

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## SUMMARY

Highly motivated and productive individual with a strong knowledge of the job. Extremely responsible and responsive with the ability to handle problems that may arise at work. Enjoys taking on challenging tasks and is able to perform multiple tasks. I am an incredible team player that is well respected, well liked, and puts in extra effort to accomplish goals and dedicated to his work.

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## EXPERIENCE

### ***SAFY – Specialized Alternatives for Families and Youth – Internship (Social Work)***

Columbus, Ohio – August 2011 – December 2012

- I shadowed a Social Worker who works with teenagers who have been in trouble with law enforcement agencies. Helped the youth on probation and their families receive counseling and other community services in order to reduce the risk of future delinquent behaviors.

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## EDUCATION

**The Ohio State University. Columbus, Ohio — BA/BS in Public Affairs. Minor in Economics & Social Work.**

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## SKILLS

- Customer service, computer, and
- Communication skills.
- Decision-making and Policy implementation.
- Data analysis
- Forecasting and modelling
- Project Coordination
- Research

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## ***Director of Government Affairs (Part-time) – Children's Hunger Alliance (Columbus, OH)***

- My internship duties included: Representing and advocating for CHA in the political process. Provide strategic and legislative planning; establish government relations at local, state, and federal levels for the agency.
- Communicate policy makers' legislative actions, views and decisions back to the Agency.

## ***Goodwill Columbus – Internship (Social Work & Public Affairs)***

Hunter's Ridge Shopping Center

Columbus, Ohio – December 2012 – July 2013

- I volunteered and did my internship here as Supported Recreation & Education Services (SRES) at Goodwill Columbus. This fulfills the needs of individuals with developmental disabilities by coordinating and planning activities.
- I was one of the volunteers from the Columbus community who helped coordinate and oversee all activities.

## **REFERENCES**

Ahmed Ahmed  
3560 Providence Glen Dr.  
Columbus, Ohio 43219  
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Mohamed S. Omar  
Columbus, Ohio  
614-753-2927  
Business worker.

Joseph Glasgow  
Columbus, Ohio  
614-537-5913  
Nutritionist

Abdirahman Sharif  
Nairobi, Kenya  
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Executive Direct of Islamic Development Bank

## **EXPERIENCE**

### ***Administrative Assistant, Office of the Prime Minister, Federal Government of Somalia***

Mogadishu, Somalia – August 2013 – December 2014

Main duties performed:

- Typing routine letters and taking minutes in meetings;
- Writing reports

## **CORE PROFESSIONAL STRENGTHS**

Team building and problem solving;  
Report Writing;  
Events management;  
Start-up and close-out of projects;



- Making travel arrangements (both locally and international);
- Managing transport and organizing functions (e.g. stakeholder consultations, workshops and seminars;
- Creating contacts database for the Office of the Prime Minister
- Writing of various reports as required; and
- Communicating with other stakeholders (government offices, donors, businesses, labor and trade unions) as the need arises, and responding to their queries

Compliance policies and procedures;  
 Information management;  
 Inventory management;  
 Work-Plans Scheduling;  
 Financial Advisory;  
 Development and implementation of policies;  
 Financial Economics advisor;  
 Data Analysis and Research;

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***Administrative Assistant, Markably Relief and Development Trust***

Mogadishu, Somalia

Main duties performed:

- Oversees and manage the administrative/office operations of the MRDT Mogadishu office;
- Ensure that administrative systems are established and implemented for office security, maintenance, office supplies and others as required for smooth running of the office;
- Verify all purchase, fuel, courier, etc. invoices, to ensure compliance before they are forwarded to finance for payment;
- Review and maintain administrative files/logs/registers/reports;
- Provide feedback to the Director regarding office-based administrative issues;
- Manage fleet operations and ensure proper maintenance of office vehicles;
- Monitoring the management budget for projects;
- Focal person for safety and security for staff in Mogadishu;

***Somali Core Economic Institutions and Opportunities Program (SCORE) – Coordinator***

Mogadishu, Somalia - Current

Main duties performed:

- Act as MOF focal point for financial sector development matters and MOF liaison with the Central Bank of Somalia in order to maximize the effectiveness of development partner efforts focused on financial sector development;



- Maintain financial sector projects databases and assist with the preparation of key stakeholder directories and related industry guides;
- Track progress on all financial sector development projects, and accurately communicate relevant project information to development partners and all other stakeholders thereby ensuring that financial sector activities are closely coordinated;
- Keep MOF, development partners and other stakeholders informed about the status of financial sector reforms and issues that may impact project development objectives;
- Organize and facilitate regular MOF, CBS and development partner roundtables and assist with communication throughout the project lifecycle of individual engagements ensuring that financial sector development projects take advantage of synergies between the different donor funded activities in the financial and private sector

***Senior Associate - Advisory Islamic Financial Institutions - Jeddah, Saudi Arabia***

June 2015 - Current

Main duties performed:

- Understanding client needs and Developing technical and financial proposals,
- Overseeing and Developing Product programs, including processes, accounting, Risk management, contracts and forms
- Elaborating policies, procedures, job descriptions, corporate governance charters, training programs and business plans
- Assist in preparing reports and schedules that will be delivered to clients and other parties
- Work effectively as a team member, sharing responsibility, providing support, and updating senior team members on the engagement progress;
- Participate in drafting of policies, standard deliverables



and best practices pertaining to all IFI matters.

- Developing pitch-books and other marketing documents that would help in positioning ICD.
- Working on project deliverables for the transactions.
- The work would entail preparation of project deliverables and would include but not limited to developing workshop material, conducting workshops.
- Assist in maintaining client relationships and acting as an advisor to help clients manage and complete their projects.
- Anticipate and identify risks and raise any issues with senior members of the team

