

NOMINATION FORM FOR 2024 REGION VIII OFFICERS 2023 ELECTIONS

Eligibility: Nominees must be research administrators from the Region VIII geographic area and current NCURA members. Nominees must have previous experience volunteering for Region VIII. Nominees are encouraged, if successful, to attend the NCURA Annual Meetings in Washington, D.C.

Process:

- Please **complete this form, attach a copy of your resume/CV and include a photograph of yourself**. This will be posted on the voting site
- Submit the completed form via email to Secretary, International Region (ncura.regionviii@gmail.com) by **20 August 2023**
- Two candidates will be selected for each position
- The National Office will send an electronic ballot of up to two candidates for this position to each member of Region VIII to cast their vote from late-**August 2023**
- The Chair of Region VIII will notify all the candidates of the results in October 2023 following the close of the voting period.

Select the position nominating (only one)

- Chair-Elect
- Secretary
- Treasurer-Elect
- Engagement Coordinator

Nominee information:

Name	ASHIK LINDA LOBO
Title	EXECUTIVE ASSISTANT & GRANTS OFFICER
Department	OFFICE OF VICE PRESIDENT
Organisation	HAMAD BIN KHALIFA UNIVERSITY
Address	DOHA QATAR
Email address	alobo@hbku.edu.qa

LATE APPLICATIONS WILL NOT BE ACCEPTED

Dear Region VIII members,

As an accomplished Administrator and Grants officer who excels in monitoring budgets at HBKU, I was thrilled to see a Treasurer- Elect nomination opening when I recently attended my first NCURA meeting.

With 15+ years of varied experience in different international and semi-government organizations I believe this Treasure position will give me and broader international experience that I have been longing for.

I have attached my CV which describes all the different areas of my expertise.

Ashik Linda Lobo

Telephone +974 66765149
E-mail: adria.4@hotmail.com



A well-presented dynamic and result-oriented business professional with 15+ years of experience in office management, budgeting, and human resources. Provides support to Sr. Management and high-level officials to ensure compliance with company objectives and collaborate well with all organization levels. Excelled in relationship building, management, analytical and interpersonal skills have enhanced my success at coordinating, managing people and a busy department

Achievements:

- Successful management of the budget process for Vice President's and Intellectual property office in alignment with QF guidelines, framework, and strategic objectives
- Strong interpersonal and excellent administrative skills gained through experiences of successfully supporting projects in from initial inception to delivery.
- Very versatile and adaptable in covering a range of different functions including Finance, HR, Procurement administration and Immigration services.
- Create a workflow mechanism for polices so that tasks are executed in a logical order based on user-defined criteria or conditions.
- Consistently oversee disbursement of Vice President Research office funding projects and allocation of yearly budget in alignment with approved spending plans. Successfully supporting 30+ capacity building projects for Sponsored research office under OVRP with a value of QR10m+
- Management of database of all collaborations of Research office showing the outcome of effective partnership both locally and internationally

Professional Experience

Executive Assistant to Vice President
Qatar Foundation – Hamad Bin Khalifa University,
May 2019 – Present

Administrative:

- Oversee daily administrative tasks to keep the VP informed and focused on essential issues, such as monitoring project timelines and reporting.
- Handle confidential information and screen requests for information, being careful to whom and in what form information can be release
- Attends management meetings as the official minute taker to keep track of what was discussed and what actions were taken
- Represent VPs office with wide range of external contacts. This involves receiving visitors, answering inquires, writing reports.
- Support Partnership Head by reaching out to focal points in entities, Research Institutes to learn on the prospective partnerships with different universities, Research entities, cross country collaborations etc. and support the collaboration process

Finance, Procurement & HR:

- Examine budget ideas and funding requests for competency, accuracy, and adherence to QF budgetary criteria.
- Prepare budget requests for OVPR office and enter them into the Hyperion system together.
- Compare budget estimates to actual expenditure and notify all Sr. Management as quickly as possible if there are any variances, underspends, or overspends.
- Responsible for collection of all the invoices incurred on monthly basis for OVPR office update journal entries and recognise expense incurred.
- Ensured effective use of working capital against each initiative of OVPR and its departments for desired outcome.
- Focal point responsible for raising MR requisition for OVPR, IP and SRO offices. Support the end user with technical evaluations, BPA renewals etc
- Assist the HR focal point with organizing grievance meetings, ECR forms, exit formalities, yearly VP office budget workflow, budget availability for recruiting applicants on a restricted revenue, and immigration services for employees and their families.

Administrative Specialist (Mesiaeed International School)

Qatar Energy

Sept 2017 – Apr 2019

Administrative:

- Assist the Principal with time & daily management, scheduling of meetings, correspondence and note taking.
- Prepare financial reports for the principal as requested which requires liaison with various internal departments of school and outside agencies.
- Process transcript requests daily using the electronic transcript system and maintain records/accurate filing and keep accurate records and release them after receiving approval from the principal.
- Ensure safety standards are adhered to as per the school guidelines.
- Actively update the website of Ministry of Education – Student and teachers data

Finance & HR:

- For one year, managed the role of Assistant Bursar, along with my current job role aiding the school in facilities management and fiscal year budget implementation
- Assess the financial needs of various departments and allocate financial resource as approved by Principal and Bursar
- Monitor quarterly and monthly budget and provide reports and raise purchase request in line with business case provided
- HR focal point responsible for ensuring a smooth transition for new joiners and leavers at Mesiaeed international school
- Contact candidates for interviews/referees in order to obtain a reference and do relevant background checks through reference agencies.
- Send first arrival agenda to finalized candidates along work visa and flight tickets & Prepare first arrival documentations of new staffs and submit to HRA/3
- Assist new employees with the immigration procedure for themselves and their families by checking and providing the necessary documentation.
- Assist the Principal in filing all the Probations Reports of new joiners

Business & HR Coordinator

Doha Bank

Sept 2011 – Aug 2016

- Secretarial/ office managerial support to executive director and his Deputy, preparing presentations, visitor screening, writing minutes of meeting etc.
- Single point of contact (SPOC) for Doha Bank Group HR for all matters related to Employee Leave, resignation, terminations, and new recruitments for Doha Bank Assurance
- Employee standard office (QFC regulator) focal point for Doha Bank Assurance, responsible for working on employee rights, benefits, and raising any problems or grievances
- Assist marketing projects and program events organizing and scheduling for rollout programs
- Instrumental in developing, designing, preparing, and analysing KPI reports to Executives and Senior Management allowing them to make better informed decisions

Department Head- Marketing

Ali Bin Ali Medical

April 2007 – July 2011

- Ensured sales targets are met for all the departments handled
- Direct business relations and distribution of company literature to stimulate client interest and sales leads
- Manage direct Principle relation, generate and maintain equipment track record.
- Providing appropriate and adequate reports to Division on sales targets
- Participate in tendering process from identification of tender to submission to signing of contracts
- Assemble and present clinically relevant workshops and lectures for the improvement of Gynaecological equipment has and wound care products in Hospital.

Key skills:

Time management, Communication and Networking, Strategic thinking, Budgeting and Planning, Problem solving, financial reporting and forecasting

Systems Experience

Oracle Financials, Hyperion, Hyperion Essbase / Smart view, SAP, Visio, Microsoft Office: Excel, Word, PowerPoint, Access

Academic Background

- 2001: Bachelor of science
- 2003: Master of Science
- 2009: Institute of Leadership and Management, UK

Trainings

- 2021: Customer Service and Leadership Training
- 2020: Planning & Organizational Skills
- 2015: The Financial Crisis – AML and Combat Terrorist Financing
- 2015: Socially Responsible Investing
- 2010: Basic training in handling endoscopic instruments and medical devices for following disciplines: Urology, Gynaecology and Surgery- Bretten, Germany
- 2010: Advanced training on handling and operating medical devices of following disciplines: Visualization and Core Docu- Bretten, Germany

- 2009: Basic Training for operation, handling, application, maintenance, and care of Mega Pulse Stone laser

Reference contact will available upon request.
