

# Dara Aldandashi

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Address: Gaziantep, Turkey

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## Skills

HR Policies, labor law, employee relations, and onboarding  
Human Resources Information Software (HRIS)  
The ability to work on multiple projects efficiently  
Excellent communication, negotiation, and presentation skills

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## Professional Experience

**Ihsan For Relief and Development, Gaziantep, Turkey** – *IhsanRD is a service-oriented organization with developmental goals. one of the six institutions who contribute to improving Syrians life under the umbrella of Syrian Forum*

**HR Officer**, January 2018 to Present

### Key Accomplishments:

- The Focal Point of IhsanRD's HQ Office with Syrian Forum Office
- Facilitate all HR Turkey functions related to partners and Syria projects with different donors
- Create and update HR policies and SOPs
- Generate monthly payrolls for full-time staff and volunteers
- Generate yearly contracts and monthly timesheets and maintain all records and individual files including contracts, leave records, promotions, contract amendments, medical papers, etc.
- Supervise all work permits, employees SGK registration, and Labor law related matters
- Generate regular quarterly, monthly and weekly reports and records such as staff lists, statistics, legal cases status, employment, Joiners and Leavers and their turnover rates, etc.
- Oversee employees' annual evaluations and maintain their records
- In charge of administrative HR advertisements placement, and interviews during recruitments and terminations
- Supervise onboarding process for new hires with the coordination of the hiring managers

### **Ihsan For Relief and Development, Gaziantep, Turkey**

**HR Assistant**, May to December 2017

### Key Accomplishments:

- Prepare the regular payroll data for review
- Assist in employment process and follow up with the recruitment process
- Assist and update HR policies and SOPs
- Collect new employees' data and archiving the HR department's documents

- Assist in work permit processes, and employees SGK registration
- Generate monthly and weekly reports such as staff lists, statistics, legal cases status

**AL DANDASHI Group, Damascus, Syria** – *Nonprofit institution that works in the fields of education scholarships, small business grant and rehabilitation projects.*

**Main designer,** April to November 2015

**Key Accomplishments:**

- Worked at the Alternative lighting project in the old city of Homs, Syria.
- Supervised on three schools' rehabilitation projects in Talkalakh, Homs, Syria.
- Designed posters and coupons for institution charity work

**AL-KABBAZ, Damascus, Syria** - *Interior design and architecture Studio that works on architecture models and prepare students for architecture and interior design school*

**Designer and teacher,** February 2014 to February 2015

**Key Accomplishments:**

- Built 3D architectural, urban, and interior Models with the 2D laser machine
- Responsible of all 2D laser cutting projects the costumers
- Worked in the Institute as a teacher for undergraduate architecture Students
- Responsible of the material advertising and sales in the shop

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## Projects and Freelancing

- Founder of Corners Project: An Interior design project that studies an individual mindset to provide the client with an escape place from life pressure to be more productive in everyday life. This started because of the feeling we have every day as full-time employees and being not able to feel safe or relaxed when going back home, so we started this to free ourselves from the life cells and be more outgoing in our own way of thinking 2017
- Medical articles Translation from English to Arabic 2016
- Designed a Café in Mersin, Turkey 2016
- Designed a wholesale store in Damascus, Syria 2015
- Designed a retail store in Homs, Syria 2015
- Designed a hand-made tables for restaurants reception in Damascus, Syria 2014
- Built architectural models for graduation students 2014
- Designed posters for the Drama club and Business cards for trained students in the university 2012

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## Education

### **Bachelor's Degree (BA) 2013**

**University of Kalamoon, Dier attieh, Syria**

Major: Interior Design, Faculty of Applied Arts

## Professional Development

- Recruiting, Hiring, and Onboarding Employees by University of Minnesota-Coursera Dec 2017
- Internship Training by InnoCampus (two Months) April and May 2017
- Training course in psychology of success at Derin Academy Nov 2016
- Training course in Masters of Communication at Derin Academy Aug 2016
- Participation in Behance Syria contest 2016
- Participation in the Directorate of Fine Arts galleries in Homs 2011
- Participation in the Japanese language course 2009
- Membership in the Syrian-Japanese-Friendship-Society since 2009
- A certificate in SHABAB project (Business Experience) 2009
- A certificate in SHABAB project program (Business Awareness) 2008
- Trained in the Syrian Red Crescent for the first aids 2008
- A certificate of participation from the Directorate of Culture in Homs Fine Arts 2004
- Four years of summer trainings in the Association of the Fine Arts 2003-2007

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## Software Skills

**MS Office:** Advanced

**AutoCAD:** Advanced

**Google sketch UP:** Intermediate

**V-RAY and Lumion:** Advanced

**Photoshop:** Upper Intermediate

**3Ds MAX:** Upper Intermediate

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## Languages

**Arabic:** Native

**English:** Advanced

**Turkish:** Pre-Intermediate

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## References

**Mr.Samer Sami:** Lead Consultant at JCIC

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**Mr. Khaldoun Aswad:** HR Manager at Violet (Former HR Coordinator at IhsanRD)

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