

**Zaher Alashker**

**GAZIANTEP-TURKEY**

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## CAREER OBJECTIVE

- To obtain a position that best fits my qualifications and further develop my talent and skills for continuous career improvement.

## PERSONAL INFORMATION:

- Date and place of Birth: 1/1/1984 /Damascus
- Gender: Male
- Marital Status: Married
- Nationality: Syrian / Turkish
- Languages: Arabic: Native / English: Advanced / Turkish: fair

## WORK EXPERIENCE

### **Senior Information Management (IM) Associate 2024-2025/ IOM – Gaziantep**

#### ***Duties and responsibilities:***

- Assist and operationalize country-specific common data standards and promote them internally and/or) with partners, including IOM data standards and the IASC Common Operational Datasets.
- Support the planning, coordination, supervision and implementation of information management activities in relation to the IOM Türkiye portfolio in Gaziantep and the Syrian cross-border operation in line with the mission's requirements for IM. Coordinate and monitor the work of the IM focal across programmes in close coordination with programme managers.
- Compile and aggregate information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data.
- Collect, collate, and process information and perform data quality and consistency control.
- Work closely with field teams to facilitate data collection processes, guiding data capture and entry procedures.
- Conduct data analysis and generate periodic reports on migration trends, patterns, and challenges for internal and external dissemination. Produce summary statistics.
- Assist in the training of staff involved in information management activities, including data collection and data entry teams.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- Undertake fact check review and validation of different programs' products, such as reports, fact sheets, and guidelines, and provide feedback to relevant units accordingly.
- Respond timely to ad hoc requests for information, statistics, and reports from other IOM Units.
- Participate in IM Working Groups and Clusters as appropriate at the sub-office level.

- Use power business intelligence and other data visualization software to support programme production of Flash Updates, bi-weekly and quarterly reports as needed.

### **Senior Operations Assistant (Beneficiary Data Management) 2020-2024/ IOM – Gaziantep**

#### ***Duties and responsibilities:***

- Support the Emergency Operations Officer in the implementation of the IOM SNFI/WASH program activities and the transshipment operations with particular focus on operations data management, including consolidation of planning, implementation, and reporting information, beneficiary data verification, collection of distribution list, and counterchecking with the commodity tracking system (CTS).
- Support the Emergency Operations Officer and the IP focal person in coordinating with the implementing partners to ensure operational responsibilities related to the beneficiary selection processes are carried out properly.
- Support in the tracking and updating of the transshipment data, including the cross-border schedules, truck requirements, items/commodities to be delivered, as well as monitoring the status and availability of stocks in the implementing partners' warehouses inside Syria.
- Provide regular and necessary data input based on the collected information for the project updates, donor reports, regular situation report, institutional questionnaire, info sheet, and other materials.
- Support in the development of dashboards, maps of the area of operations, project updates, and accomplishments visualization, process flow for the SOPs and other reference documents, and other visibility materials.
- Coordinate with implementing partners' data management focal persons to follow up on the general documents required according to the IOM – Implementing Partners' agreement, including weekly distribution reports, beneficiary list, narrative reports, photo documentations, human interest stories, etc.
- Provide technical guidance and training/coaching sessions to the implementing partners' data management staff to ensure that IOM beneficiary data collection, beneficiary selection, and verification tools are properly utilized, filled in, and submitted according to IOM requirements.
- Act as focal person of the IOM emergency operations unit in coordinating with information management units, monitoring and evaluation, and the implementing partners.
- Support in the implementation of data protection policy by the Operations and NFI/WA team as well as the implementing partners during the data collection, consolidation, and submission procedures, and support the popularization among the IPs' data management team.
- Ensure confidentiality of data correspondence and operations, and abide by UNDSS rules and procedures.

### **Information Management Assistant- Livelihood 2018/ DRC – Kilis**

#### ***Duties and responsibilities:***

- Set up and maintain the database and information management systems at the base level for the LVH program.
- Ensure the daily management of the DRC LVH program through data checks, scoring for referrals to available trainings and activities, data entry of beneficiaries' attendance, and data extraction.
- Ensure data consistency and integrity across the DRC LVH program at the base level.
- Obtain, compile, and analyze data on the program output indicators as per output trackers, and disseminate in appropriate formats for improving the programmatic decision-making and planning process.
- Produce statistical analysis and reports on project data on request.
- Ensure there is provision for data security (including strict data handling and confidentiality protocols), weekly backup, and recovery control.

## **Database & IT Officer – 2017/ Abigem Business Development Center (Antakya)**

### ***Duties and responsibilities:***

- **Technical IT Assistance:**  
Provide IT assistance, hardware, and software troubleshooting. Configuring network/programs/equipment (laptops, desktops, printers, scanners, tablets, etc.) Troubleshooting network connection issues, monitoring printers, copiers, etc., to make sure they are working properly and getting regular maintenance.
- **Technical Database Assistance:**  
Developing the database/software to ensure the development and application of the system of indicators for the Business Incubator Project. Developing and managing the database of confidential information of SMEs, inputting data related to special needs, requests, and responses, and ensuring that a secure and reliable Data Backup System is in place.  
**Design multi-language forms and surveys with Kobo Toolbox or ODK**, weekly backup and recovery control (all data is retrievable in an emergency). Designing and setting up an appropriate central database and statistical analysis systems, upgrading of skills of SMEs to effectively manage and use IT for their core business and administrative processes. Maintaining and updating written instructions, forms, and guidelines for the database/monitoring system for the Business Incubator.
- **Monitoring & Evaluation & Reporting:**  
Auditing the accuracy of information being provided through SMEs' reports, data collection and monitoring systems, and following up on any discrepancies to ensure corrective action has been taken.
- **Capacity Building:**  
Organizing and delivering training and advice to SMEs and Business Incubator Staff on the use of electronic database systems developed.
- **Research & Analysis:**  
Carrying out research and information gathering on topics of relevance to the Business Incubator Project, as needed.

## **ENGLISH AND COMPUTER FACILITATOR - 2016/ DRC (COMMUNITY CENTER) - ANTAKYA**

### ***Duties and responsibilities:***

- Teaching computer skills (Microsoft Office, Photoshop, and general info about maintenance).
- Teaching English language (conversation skills)
- Help other volunteers and any of the staff with hardware and software maintenance of the computers and with designing posters and logos.
- Participation in activities related to the motivation and psychological support for beneficiaries, play with the children sometimes, listen to their problems, and help them to solve them.
- Basic administration, such as keeping beneficiaries' registers and attendance records.

### **TECHNICAL SKILLS:**

**Database Management and visualization:** MS Office programs (Excel, Excel Power Query, Access, Visio, Word, Power BI, PowerPoint, MS SQL Server)

**Data collection:** Kobo Collect Toolbox, ODK

**Mapping:** ArcGIS, MS Power BI

Website Design: **WordPress**.

Graphic Design: (**Adobe Photoshop, Adobe Illustrator, CorelDRAW**).

Programming: **Python and Java Basics. HTML and PHP Basics**

IT Skills: Strong knowledge of **general IT and networking management**, software, and hardware maintenance.

## EDUCATION

- University of the People, (Bachelor's Degree in Computer Science) 2025
- Damascus University, Syria (Open Learning – English/Translation Department) 2012
- Ministry of Education, Damascus, Syria TTI (Teachers Training Institute – English Section) 2007

## TRAINING:

### SELF- LEARNING AND ONLINE TRAINING COURSES:

- Attended a lot of online courses related to various topics like: Excel, Power BI, kobo, SQL and SQL server, IT. (Countless hours)

## (IOM)

- BSAFE, Preparing and Responding to Active Shooter Incidents, I know gender, IOM ethics training, Data Protection, Prevention of Sexual Exploitation and Abuse.
- (CALP)Core Cash and Voucher Assistance Skills for Program Staff.

## QUALIFICATIONS:

- Demonstrated interest in volunteering and human rights, commitment to confidentiality and neutrality.
- Good understanding of humanitarian principles.
- Field and office environment work experience.
- Excellent communication and interpersonal skills.
- Proficient in written and oral communication in **Arabic** and **English**.
- Strong ability to deal with software and hardware maintenance, strong ability to learn new programs very quickly.
- Strong ability to meet deadlines and respect for time frames and work plans.
- Work effectively with diverse groups of people and with minimum supervision.
- Highly trainable and a fast learner. Adapt well to changes and pressures in the workplace.
- Friendly, Diligent, and Trustworthy. A team player and a proven leader.