**Personal Information:**

**Date of Birth:** February 9th, 1983.

**Place of Birth:** Damascus, Syria.

**Current Nationality:** Syrian.

**Marital Status:** Single

**Military service status:** exempted.

**Address:** Ismail Ben Katheer Ave. Midan, Damascus, Syria

**Work Experience:**

**i-APS Syria 05 Nov 2019 - Present**

**Monitoring and Evaluation Consultant**

**Duties and Responsibilities:**

- Supervise field data collection ensuring appropriate training and supervision

- Review, analyze and lead or support production of M&E deliverables

- Design and review data processing and analysis algorithms.

- Support the development of new business proposals or start/initiate program development initiatives

- Work with the Operations Director to establish SOPs for Syria based operations

- Engage with i-APS international subject matter experts during Damascus based work

- Support or lead the recruitment of technical experts and field staff members (short, medium or long term engagement)

**Achievements:**

-Contributed to the completion of SWOT analysis for several NGOs in Syria.

-Contributed to the monitoring of several livelihoods projects run by several local NGOs in South Syria and other locations.

-Contributed to the development of field teams capacity in relation to Monitoring and Evaluation.

-Applied effective and efficient data analysis methods using Jupyter Notebook and pandas framework in analyzing data related to the monitoring and evaluation of ongoing projects.

**World Food Programme (WFP) 02 Feb 2019 - 02 Aug 2019**

**Process Monitoring Associate**

**Duties and Responsibilities**

Process Monitoring:

-Manage, enhance and maintain the process monitoring system while exploring tracking methods for decentralized levels.

-Support the development of online system to track and follow-up the process monitoring.

-Consolidate quantitative and qualitative process monitoring data with field offices reports.

-Produce periodic internal process monitoring reports, highlighting the main findings, recommendations and actions required and contribute to comprehensive external monitoring reports.

-Facilitate monthly meetings with other units and follow-up on findings to ensure that actions are taken timely and effectively.

Monitoring, Review and Evaluation:

-Ensure that required samples for the M&R plan are met.

-Communicate and train field offices on appropriate methods, frequencies and implementation.

-Follow-up to submit timely process monitoring data.

Monitoring Tools:

-Process monitoring data collection.

-Review and update monitoring logframe .

M&R Network and Field Coordination:

-Conduct capacity building for WFP field monitors at sub offices and at third-party partners.

-Conduct field visits to field offices and maintain direct dialogue with beneficiaries.

-Prepare and submit field visit reports including program recommendations and gender ovservations.

Retail Monitoring:

-Coordinate and track the monitoring coverage of WFP contracted shops for cash-based transfer.

-Prepare periodic updates on the retain management group of the main findingsfrom retail monitoring and follow-up on issues raised as required.

-Conduct field visits on a regular basis with Field Monitors.

-Assist the program officer in organizing project missions, meetings and briefing sessions.

**International Organization for Migration 08 Jan 2015 - 3 March 2018**

**Monitoring and Evaluation Associate**

**Duties and Responsibilities**

1. Establishment of an effective Monitoring and Evaluation (M&E) system and coordinate M&E activities.

2.Revising the projects' log frame matrices, particularly in the areas of the objective hierarchy, indicators and monitoring mechanisms.

3. Establish and maintain M&E data matrix.

4. Tracking “projects execution status “in coordination with all concerned units and report accordingly

5. Developing guidelines, tools and forms for monitoring and reporting on project implementation.

6. Undertaking regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.

7. Organize (and provide) refresher training in M&E for project and implementing partner staff, local organizations and primary stakeholders.

8. Coordinate and participate in the conduct of monitoring field visits.

9. Collect, compile, check, sort and analyze qualitative and quantitative data concerning ongoing activities according to the reporting guidelines.

10. Conducting training for IOM staff on M&E management tools.

11. Provide guidance to the daily -contracted staff and follow up on their tasks.

12.Coordinate periodically with project and support units’ managers to document work implementation processes.

13. Evaluating work process with the concerned parties.

14. Assisting in identifying the KPIs.

15. Review the quality of existing social and economic data in the project area, the methods of collecting it and the degree to which it will provide good baseline statistics for impact evaluation.

16. Document all work process on special program (Visio).

17. Perform other duties as required and assigned.

**Achievements:**

1. Established IOM Monitoring and Evaluation Standards of Process (SOP)

2. Established IOM Monitoring and Evaluation framework.

3. Contributed to the development of IOM Monitoring and evaluation tools.

4. Contributed to the development of IOM Reporting templates.

5. Contributed to the Evaluation of Main IOM Projects.

**International Organization for Migration 01 March 2013 - 08 Jan 2015**

**Resettlement Interviewer**

**Duties and Responsibilities:**

1. Received and counseled refugees from Iraq, Afghanistan, Somalia and other nationalities, referred to resettlement in Canada.

2. Collected and recorded basic biographical information and background information of refugees

3. Collected and recorded information related to refugees' persecution and flight from country of origin to current country of Asylum (Syria)

4. Assessed the eligibility of the claimant, through comparing his/her refugee claim to Citizenship and Immigration Canada (CIC) guidelines

5. Trace persons of interest for family reunification cases, collecting their contact information addresses and reach for them for the purpose of case processing and completion.

regarding refugee admission, and made the suitable recommendations accordingly.

6. Filled required forms for the refugee's case-file

7. Referred case files to Citizenship and Immigration Canada (CIC) for review and final decision.

8. Perform other duties as required.

**Achievements:**

1. Processed the average of 20 resettlement cases referred to resettlement and protection in Canada per month.

2. Contributed to the resettlement of 25,000 Syrian Refugees residing in Lebanon to Canada.

**International Organization for Migration 25 February 2008 - 01 March 2013**

**Resettlemet Caseworker**

**Duties and responsibilities:**

1. Interviewing refugees submitted to United States Refugee Admission Program (USRAP).

2. Record refugee statement during the interview.

3. Review information given by the refugee during previous interviews and make necessary corrections.

4. Make home visits to refugees who can not attend interviews at IOM office.

5. Perform other duties as required.

**Achievements:**

1. Contributed to the resettlement of over 13,000 Iraqi, Somali, Sudanese and Afghan refugees residing in Syria in the United States.

2. Contributed to the resettlement of over 10,000 Somalian, Sudanese, Ethiopian, Eritrean and other African National refugees residing in Shusha Camp in Tunisia during 2011 and 2012.

**American Language Center (ALC) Damascus 01 April 2006 - 25 February 2008**

**Part Timer**

**Duties and Responsibilities:**

1. Assist ALC management in the registration of new students.

2. Proctor placement tests for new students.

3. Assist ALC administration in reviewing students' information.

4. Support ALC teachers through the preparation of necessary educational materials for each course.

5. Assist ALC management in the evaluation of Teachers.

6. Perform other duties as required.

**Schulmberger Syria. 01 July 2007 - 01 September 2007**

**Intern at Deir El Zor Field Station**

**Duties and Responsibilities:**

1. Assisting field engineers in reviewing borehole reports and Logging requests to identify appropriate logging tools.

2. Assist field engineers in calibrating and assembling logging tools.

3. Conduct open and cased boreholes logging.

4. Monitor the process of borehole drilling and course of the borehole, in case of directional drilling.

5. Conduct Borehole tests to determine productivity.

**Education:**

**Syrian Virtual University 01 March 2016 - Present**

Bachelor of Engineering

Acquiring advanced knowledge and experience in programming languages, C, C++, C# and Java and Database programming languages such as MySQL.

**Syrian International Academy 01 Jan 2013 - 01 Jul 2014**

Diploma in International Relations and Diplomacy.

Acquired diploma degree in basic international law, International humanitarian law, political history, Constitutions and basic public relations.

**Damascus University 01 September 2002 - 01 January 2011**

Bachelor of Science

Geology/Geophysics

**Skills and areas of expertise:**

**Data collection and analysis:**

1. Advanced experience in defining data types required for the evaluation of a project and designing and testing appropriate data collection tools.

2. Advanced skills in Data analysis using standard processes and using high level programming languages such as MATLAB and Python libraries such as numpy for data organization, review and analysis and beautifulsoup for html crawling and data scrapping.

**Computer programming:**

Advanced computer programming skills using Python3, C++, C#, Java,MySQL and MariaDB, PostgreSQL on Fedora linux platform.

**Planning and execution of field operations:**

Advanced skills in planning field operations, identifying required resources and the execution of prepared field operations.

**Personal Projects:**

**Personal WebCrawler:**

Python3 libraries, in particular urlib and beautifulsoup 4, the personal web crawler can collect data from web pages and prepare it for analysis. My personal webcrawler could collect data from my personal facebook, twitter and g+ pages organize it and store it into excel files or SQLite database using other advanced python 3 libraries, in particular sqlite3, numpy and openpyxl.

**Biblio:**

Using python3 flask web framework and MariaDB alongside html5 and css3, Biblio was designed as a library management system to help librarians keep track of books they have and of their subscribers, and to keep track of books lending transactions made.

**Personal WMS:**

Using python3 flask web framework and PostgreSQL alongside html5 and css3, the personal WMS is being designed as a full warehouse and physical assets management system to help business owners keep track of their warehouses, inventories, inbound and outbound transactions.

**Clinic Database**

Using C++ to build personal windows application that stores, updates and retrieves patients’ data visiting medical clinic

**Languages:**

* **Arabic**: Native language.
* **English**: Fluent written and spoken.
* **Russian**: Intermediate written and spoken.

**References:**

**Virginia Martinez Weiss**

Former M&E consultant at IOM Syria.

[virginiamartinez.weiss@gmail.com](mailto:Virginiamartinez.weiss@gmail.com)

**Sonia AL Massad**

OCHA Field Officer, Former IOM Resettlement field team leader

[almassad@un.org](mailto:almassad@un.org)

**Hala Berbara**

UNICEF Child Protection Officer, Former IOM protection officer.

[berbara@unicef.org](mailto:berbara@unicef.org)

**Dorte Jessen**

WFP Syria head of monitoring and evaluation unit

[Dorte.jessen@wfp.org](mailto:Dorte.jessen@wfp.org)

**John Kilkenny**

i-APS regional manager at middle east and north Africa.

[jkilkenny@i-aps.com](mailto:jkilkenny@i-aps.com)