

# Curriculum vitae

## PERSONAL INFORMATION

**Alaa Samaan**

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Sex Male | Date of birth 6 Mar 1995

## PERSONAL STATEMENT

A graduate with strong communication and organizational skills gained in work and training, now seeking to get a job with a challenging position and experience

## WORK EXPERIENCE

01/2015–01/2017

### Logistics and Procurement Assistant

Syrian Red Crescent, Damascus (Syria)

- Ensure that all orders are tracked from point of planning and request through to final receipt.
- Prepare the relevant documents for the procurement of goods and services
- Participate in evaluation of bids and proposals and make sure the bids evaluation report, technical evaluation, minutes of negotiations and negotiated contract in selection of consultants contain all the facts and information required to justify the recommendations made in the report.
- Participate in the joint verification of procured goods and equipment and to ascertain the items conformity to Technical Specifications and Quantities.
- Check that all assets old and new are properly recorded and tagged.
- Close cooperation with custom broker on the import of necessary equipment and vehicles
- Make sure that procurement and logistics documents are filled properly, contact database is updated, documents are scanned and etc.
- Perform the physical asset check
- Overseeing deliveries to and dispatches from SRC warehouses and effecting the necessary documentation.
- Maintaining good communications with programme staff in other SRC locations and partner organizations

Business or sector Human health and social work activities

## EDUCATION AND TRAINING

2011–2014

### Vocational Baccalurreate degree - Wired Communication Section

Communication Vocational High School, Damascus (Syria)

## PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
French	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills** Good communication skills gained through training and working in local and multinational companies; The ability to communicate effectively with superiors, colleagues, and staff no matter what industry will be working in;

**Organisational / managerial skills** Good Organizational skills gained through university, experience in training and mostly from work such as leadership, planning, scheduling, and time and resources management

**Job-related skills** The Ability to learn quickly; Good communication skills including listening and speaking; Creative thinking and problem solving; Self-esteem, motivation, and goal setting; Personal and career development skills; Interpersonal/negotiation skills and teamwork; Organizational effectiveness and leadership

**Digital skills**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

**Driving licence** B