

## PERSONAL INFORMATION

### Fadi Samer Girgi

📍 108 St- Ain Kawa-Erbil-Iraq

☎ 0964-751-075-63-64

✉ fadigirgilog@gmail.com

Sex Male | Date of birth 12 Mar 1993 | Nationality Syrian

## WORK EXPERIENCE

1 Sep 2018–10 Mar 2019

### Reporting Officer

GOPA-DERD

Al-Maryamiyah-Bab Sharqi, Damascus (Syria)

[www.gopaderd.org](http://www.gopaderd.org)

- Ensuring that the information and data from the field captured,documented,analyzed and reported in timely manner
- Submitting frequent narratives, weekly,monthly,and other reports as required
- Contributing to the proposal development process
- Conducting field visits to monitor the needs, gather information and results needed for the programs
- Editing and formatting all program related documents
- Providing relevant services to the program management ,program components and implementing partners on reporting and communication.
- Ensuring the maintenance of a filing system and recording all program experiences, activities and results.
- Data analysis and preparation of charts and statistical tables.
- Translating Arabic documents to English and vice versa.
- Attending relevant meetings.
- Performing other duties as required.

Business or sector Humanitarian Organization

2 Apr 2018–31 Aug 2018

### Hygiene Promotion Officer

GOPA-DERD

Al-Maryamiyah-Bab Sharqi, Damascus (Syria)

[www.gopaderd.org](http://www.gopaderd.org)

- Planning and implementing needs assessment, and basic and periodic studies on the program.
- Assist in planning events that reduce the risks associated with the program.
- Data collection and reporting of activities and control requirements.
- Coordinate with water supply and sanitation staff to ensure the integration of different response aspects of (WASH).
- Communicate with community leaders and other sectors and agencies working locally to coordinate within the water and sanitation sector and between sectors such as health and shelter.
- Oversee the promotion of safe washing practices, as well as ensure mitigation measures in relation to water and sanitation priorities.
- Oversee the assessment and identification of non-food hygiene requirements as well as strategy targeting and promotion of effective use and post-distribution monitoring.
- Recruitment, training and management of community focal points and health workers.

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15 May 2017–1 Apr 2018

### Public & Medical Distribution & Awareness Raising Officer

GOPA-DERD

Al-Maryamiyah-Bab Sharqi, Damascus (Syria)

[www.gopaderd.org](http://www.gopaderd.org)

- Identifying needs and priorities health risks and food in the targeted area.

- Identifying the needs of the families of medical & non-medical items and deliver the items to the beneficiaries.
- Coordinating with program coordinator and procurement department to supply the items.
- Collect all available documents of the beneficiaries and analyses the data.
- Documenting all presentations and materials, requesting posters and printed materials.
- Identifying targeted groups and prepare impact's questionnaire and pre-post evaluation forms.
- Writing regular reports about the program and the periodic evaluation about beneficiaries' interaction.
- Teaching health awareness lectures on hygiene, chronic diseases and correct health practices

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1 Jan 2014–12 Mar 2019

### Trainer in First Aid & Disaster Management programs

Syrian Arab Red Crescent, Damascus (Syria)

[www.sarc.sy/ar/](http://www.sarc.sy/ar/)

- Implementing the program by training volunteers to provide ambulance service.
- Managing sectors in response to a particular disaster and managing emergency teams operating in the event area.
- Cooperation with other local associations for the rehabilitation and training of humanitarian workers.
- Conducting first aid courses for the public to familiarize them with the basics of first aid in their daily lives.
- Evaluating and following up the work of the first aid teams in Damascus countryside to achieve the maximum ability to provide the service in the best way.
- Training of the Syrian Arab Red Crescent volunteers on the risk management program in the following areas: Relief - Health Relief - Water and Sanitation - Sphere Project - Shelter - Security and Safety - Planning - Budgeting for Programs
- Preparation of exercises to implement disaster scenarios and practical responses

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14 Feb 2016–1 May 2017

### Health Department Coordinator

Syrian Arab red crescent, Damascus (Syria)

[www.sarc.sy/ar/](http://www.sarc.sy/ar/)

- General supervision of three dispensaries, four medical points and four mobile medical teams in terms of staff, supplies and management.
  - Escort medical convoy to closed areas, which affiliated to Syrian Arab red crescent.
  - Supplying medical teams during field responses regarding medicines and equipment.
  - Managing and Coordinating medical teams during field responses.
  - Making health response strategies to rapid intervention during field responses.
  - Do Periodic visits to Clinics and medical points, which affiliated to Syrian Arab Red Crescent.
  - Regular communication with donors from UN Agencies, the International Committee of the Red Cross , the International Federation of Red Cross and Red Crescent Societies.
    - Providing the necessary technical support to ensure better service.
  - Studying and surveying the needs of the vulnerable families and providing their basic requirements of public and medical equipment and preparing the necessary related reports.

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8 June 2014-17 Jan 2016

### Boutique Supervisor

Mercato Moda, Damascus (Syria)

[Michel.girji@gmail.com](mailto:Michel.girji@gmail.com)

- In charge of Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.
- Organize workflow and ensure that employees understand their duties or delegated tasks.
- Monitor employee productivity and provide constructive feedback and coaching.
- Receive complaints and resolve problems.
- Maintain timekeeping and personnel records.
- Pass on information from upper management to employees and vice versa.

1 Jan 2013–13 Feb 2016

## Medical & General Procurement & Logistics officer

Syrian Arab Red Crescent, Damascus (Syria)

[www.sarc.sy/ar/](http://www.sarc.sy/ar/)

-In charge of medical & general materials distribution.

- Inventory and sort materials at stores.
- The preparation of the distribution of medical & general supplies monthly plan.
- Follow-up teams need the points and medical clinics requests.
- Superintendence of all warehouses, which followed up to Syrian Arab Red Crescent.
- Activate and strengthen cooperation with donors like (ICRC -IFRC- UNICEF -WHO- UNFPA) to ensure continuity of medical & general support for dispensaries and medical points.
- Preparing the periodic reports necessary for the movement of materials from the time of entry into all areas to distribute them to the beneficiaries.
- Assess the health situation in rural Damascus.
- Needs assessment for medical clinics and medical points, which affiliated to Syrian Arab Red Crescent.
- Experience in the field of medicine and the manner of expenditure and stored properly.
- Provide community health care through the establishment of awareness campaigns to reduce risk based on the community.
- Overseeing all logistics operations and providing the program with the required requirements according to the specified period.
- Evaluate and study the required requirements before starting procurement, transport and distribution.
- Carry out all inventories and inventory sorting according to international standards and assets

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## EDUCATION AND TRAINING

1 Jan 2012–10 Dec 2018

## Certificate of Environmental Sciences

Damascus University, Damascus (Syria)

The section deals with the following decisions:

Microbiology - chemistry - physics - biology - soil science - botany - zoology - astronomy.

## PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)  
English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
Berlitz Institute- Level 4				

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

## Communication skills

- Quick learner
- Able to adapt on the different work environments
- Hard worker
- Team player
- Good communication skills

### skills

- Extensive experience in leading field teams and managing employees
- Ability to assess emergency needs by program and full knowledge of relief programs that serve crises
- Ability to plan, implement, evaluate and examine needs
- Commander of a scout team
- Programmer of trips and camps Scout
- Great experience in humanitarian work

### Job-related skills

- Excellent skill in managing volunteers
- High skill in assessing the performance of the work and trying to keep the performance in excellent condition.

### Driving licence

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## ADDITIONAL INFORMATION

### Certifications

- TOT: training of trainers\ First Aid.
- TOT: training of trainers\ Disaster Management.
- Commander of the First Aid squads.
- Warehouse management.
- BTLS: Basic Trauma Life Support.
- MIMMS: Major Incident Medical Management and Support.
- ICDL Computer.
- Medical logistics management.
- Business Administration and Human Resources.
- Quality in Healthcare.
- Migration from a human perspective.
- Health and Nutrition.
- Interviewing Skills.

### Courses

- A training program in first aid in situations of armed conflict.
- International humanitarian law.
- Health in emergencies.
- Disaster management (Advanced).
- Disaster management (basics).
- Rescue and Evacuation& search.
- A training program in medical laboratories and medical tests.

### Projects

Medical waste from clinics and health care /Damascus University  
Physical and chemical properties of soil in Tartous region /Damascus University

### Presentations

- Occupational health and safety management system /BS OHSAS 18001: 2007.
- Development of leadership skills in the scouting movement.
- Teamwork skills
- Conducting debates
- Leadership and preparation of Scout leaders

**Recommendation letters are available upon request.**