

Ismat Saleh Arabi

Personal information

Syrian/single
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Education

- ✓ **Master degree In Project Management,**
High Institute for Administrative Development/HIAD/,
Damascus University, 2018.
- ✓ **BA in Law (International law),**
Damascus University, 2014.

Experience

- **Danish Refugee Council (Syria)/ Livelihoods Field Assistant/ Vocational Training. From 13/03/2018 to 16/08/2018.**
 - ✓ Deliver Livelihoods Counseling to beneficiaries and produce a Livelihoods Plan per beneficiary.
 - ✓ Understand, and implement activities.
 - ✓ Monitor each intern focusing on skills development and work environment.
 - ✓ Reporting.
 - ✓ Responsible for beneficiary sensitization and selection for Livelihoods activities.
 - ✓ Deliver Beneficiary Induction Sessions.
 - ✓ Monitor Trainers' performance.
 - ✓ Keep records of Trainers, Beneficiaries, and partner attendance.
 - ✓ Liaise with Trainers or other partner staff to ensure skills development is monitored and tracked.
 - ✓ Organize graduation ceremonies, exhibitions, bazaars.
 - ✓ Follow up on beneficiary motivation and engagement including dropouts.
 - ✓ Pay beneficiaries' transportation allowance; trainers and other partner staff.
 - ✓ Distribute, and keep records and receipts, for toolkits disbursed.
 - ✓ Be responsible for relevant activities supplies, assets and products – storage and management.
 - ✓ working on the scope of courses with specialists.
 - ✓ External representation and coordination: deputies for Field Supervisor, as requested
 - ✓ Follow up the courses and solve problem.

- **Syrian Arab Red Crescent (Syria)/livelihood team member/
From 15/10/2016 To 01/03/2018.**

- ✓ Areas assessment and Participate in need assessment and feedback to the project management and data collection.
- ✓ Develop an action plan strategy with project officer for the implementation stage of this project.
- ✓ Planning for the project activities.
- ✓ Team leader.
- ✓ Work closely with the project beneficiaries to help them identify the livelihood opportunities based on their desire and the environment around them.
- ✓ Implementation of project activities.
- ✓ Micro Economic Intervention.
- ✓ Responsible for beneficiary sensitization and selection for Livelihoods activities.
- ✓ Ensure that the project engages local stakeholders and develops local capacity for longer term sustainability.
- ✓ Conduct regular visits to the field for project activities implementation.
- ✓ Conduct regular follow-up and with the project beneficiaries.
- ✓ Identifying existing skills, strengths and abilities and develop resilience by working closely with project officer and stakeholders to empower environment.

- **UNDP (Syria)/ livelihood Field monitor/
From 15/03/2017 To 31/12/2017.**

- ✓ Promote and share ideas for improvement and necessary changes in the activities.
- ✓ Ensure that projects target beneficiaries most in need of protection, explore and asses new and better ways to assist.
- ✓ Monitoring of project sites, distributions and following up daily.
- ✓ Support beneficiaries to identify local resources opportunities including market availability.
- ✓ Monitoring & evaluation livelihood projects.
- ✓ Reporting weekly.
- ✓ Observation the results and indicators.
- ✓ Contribute to project proposals and provide input on needs and gaps, including on protection risks and needs to the coordinator.

- **Syrian Arab Red Crescent volunteer/ from 15/03/2015 To 01/03/2018.**

- ✓ Registration, Evaluate displaced families.
- ✓ Relief material distribution.
- ✓ Responses to crises & fieldwork.

- **Spices market/ Cashier/ from 2015 to 2016.**

- **Rawaa center for mobiles & internet/ Cashier/ from 2010 to 2015.**

- **Al Amana for building material/Store keeper/ from 2009 to 2015.**

Training Courses

- ✓ Small Business Management/GOPA/2018.
- ✓ Human Recourses /Arab center for Science /2017.
- ✓ Community participation in monitoring & evaluation of early recovery and livelihood projects /UNDP & venture international /2017.
- ✓ Introduction to livelihood / Syrian Arab Red Crescent/ 2017.
- ✓ Crisis Management/ Syrian Arab Red Crescent /2016.
- ✓ Development Projects Management / MOBADRON /2016.
- ✓ Pledges and Construction management / UNRWA /2015.
- ✓ Procurement management / UNRWA / 2015.

Online Courses

- ✓ Financial Management for Humanitarian and Development Professionals/ Disaster Ready/2018.
- ✓ Project-Program Planning (PPP)/IFRC Platform/2018.
- ✓ Emergency Need Assessment /IFRC Platform/2017.
- ✓ Introduction to Market Assessment/IFRC Platform/2017.
- ✓ Rapid Market Assessment/ IFRC Platform/2016.

Languages

- ✓ Arabic Mother tongue.
- ✓ English upper intermediate.

Computer Skills

- ✓ Microsoft office (Word & Excel).

Skills

- ✓ Ability to work under pressure.
- ✓ Problem solving.
- ✓ Education working with a team.
- ✓ Leadership.
- ✓ Good team player.
- ✓ Strong work ethic & Commitment.
- ✓ Customer service skills.
- ✓ Time Management.

References

- ✓ Upon Request.