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| --- | --- | --- | --- | --- | --- |
| Mr. Amjad Barakat | | | | | |
|  | Iraq – Erbil | | | | |
|  | +9647517610826 | | | | |
|  | [Amjadbarakat199@gmail.com](mailto:Amjadbarakat199@gmail.com) | | | | |
| Nationality | Syrian | | | | |
| Professional Achievements | | | | | |
| Name of employer | **Children’s Villages Syria – Damascus Head Office (INGO)** | | | | |
| Occupation or position held | **Logistic coordinator & Assistant** | | | | |
| Dates | 01.Aug.2014 to 10.feb.2019 | | | | |
| Achievements | * Timely and accurate preparation ofMonthly and Weekly reports of all logistic issues and materials purchased by logistic department, such as all goods (warehouse inventory of all warehouses in Syria), and Logistic Cash Plans * Effective-follow up of contractual issues (buildings, vendors, suppliers) * Management of purchase and maintenance issues for Projects, in Damascus and Damascus ruler and timely management of offers related to purchased items. * Efficient coordinator of vehicles Movement from the main Warehouses to the needed destinations. * Public relations with Governmental Sector (Visas Issue with MOFA for All Foreign Guests), as well as getting approvals for other sections. * Responsible of all Reservations Issues at Hotels and tickets inside and outside Syria. * Head of Procurement committee, study the offers and choose the most appropriate ones that match our needs. | | | | |
| Name of employer | **Children’s Villages Syria (INGO)** | | | | |
| Occupation or position held | **Field Worker** | | | | |
| Dates | 01. Nov.2013 Till July.31.2014 | | | | |
| Achievements | * Preparing Assessments related to distribution team in 3 Areas Homs, Lattakia & Tartous. And follow up with distribution lists to make sure it matches SOS Procedures. * Coordinate with national organization to support them in needed distributed items. * Distribution SOS Supporting items to IDP's(winterization – NFI – Food Baskets) in Homs, Tartus, Latakia, Damascus, and Damascus ruler. * Preparing Monthly reports related to beneficiaries. | | | | |
| Name of employer | **STD; Syria Trust for Development (Shabab Project) Non-Governmental Organization - Lattakia** | | | | |
| Occupation or position held | **Trainer for Social Programs** | | | | |
| Dates | 01.Apr.2011Till 09.Mar.2013 | | | | |
| Name of employer | **STD; Syria Trust for Development (Shabab Project) Non-Governmental Organization - Lattakia** | | | | |
| Occupation or position held | **Logistic Coordinator For Relief Program.** | | | | |
| Dates | Apr.01.2013 Till 31. Sep.2013 | | | | |
| Achievements | - Monitoring Warehouses and make sure the supporting documents (GRN\GDN) match the distributed items.  - Record beneficiaries lists and follow it up on monthly bases to make sure that all beneficiaries received their needed items.  - Team Coordinator from 1st April 2012 up to 1st may 2012 (visiting public schools to raise awareness of the importance of volunteering and help building their debate skills)   * Database Focal Point for beneficiaries lists. | | | | |
| **Educational Achievements** | | | | | |
| Name and type of organisation providing education and training | Tishreen University Business administration (Marketing 2015) | | | | |
| Project Management Professional Course | 90 Hours SPS Institute | | | | |
| Supply chain Course | Hiba Institute for Business administration | | | | |
| Social Programs | Syria Trust For Development, 2011. | | | | |
| Training of Trainers (TOT) | Syria Trust For Development ,2011 | | | | |
| Communication Skills | Illaf Train, 2011 | | | | |
| Nervous Lingual programming Diploma | Illaf Train, 2012 | | | | |
| Becoming a great trainer | Illaf Train , 2012 | | | | |
| Other Trainings with All Needed Certificates | ICDL (international Computer Driving license )…... | | | | |
| Mother tongue(s) | Arabic | | | | |
| Other language(s) | English | | | | |
| Self-assessment | Understanding | | Speaking | | Writing |
| European level (\*) | Listening | Reading | Spoken interaction | Spoken production |  |
| Language | Excellent | Very Good | Very Good | Very Good | Very Good |
| Hobbies | Basket Ball And Tennis | | | | |
| Driving licence | I have a Driving License. | | | | |
| References | available upon your request. | | | | |