

**Personal Information:**

Name: Ahmad Turkmani
Date of Birth: 06 / October / 1997
Nationality: Syrian
Military Status: Exempted
Address: Aleppo, New Aleppo, Near Newtown Mall
Contact info:

- **Home:** +963 (21) 521 5570
- **Mob:** +963 946 912 663
- **E-mail:** Ahmad.Turkmani.97@gmail.com

Education:

B.A. in Civil Engineering/ University of Aleppo. 2015 - 2020

Working Experience:

Site Engineer at Al-Mutawasset Contracting, Aleppo Branch 2017 - 2020

Duties & responsibilities:

- Complete construction projects by preparing engineering design and documents and confirming specifications in cooperation with team members.
- Prepare engineering design by collecting and studying reports, maps, drawings, blueprints, aerial photographs, and tests on soil composition, terrain, hydrological characteristics, and related topographical and geologic data.
- Monitor and optimize safety procedures and regulatory compliance.
- Make recommendations and alternative solutions to problems.
- Periodic visits to the sites to ensure implementing the projects, whether it is in Aleppo or another governorate.
- Provide daily digest reports in addition to full-scale reports for each project.
- Work within integral team in order to handle work pressure.

Relief team leader at Syrian Arab Red Crescent, Aleppo Branch 1-March-2022– 30-septembr-2022

Duties & responsibilities:

- Responsible of AL-Nayrab relief team.
- Preparing monthly distribution plans.
- Identify and highlight the most vulnerable groups.
- Writing monthly reports regarding the beneficiaries' needs of food and non-food items.
- Take decisions related to the safety of volunteers and determine their daily tasks.
- Giving feedback to ensure that work continues professionally.

Assessment Field Officer at Syrian Arab Red Crescent, Aleppo Branch

1-June-2021-28-February-2022

Duties & responsibilities:

- Oversee all activities within a team.
- Provide team members with training, feedback, and coaching to maximize their potential.
- Planning and distributing volunteers work schedules.
- Keep track of and structure various tasks and documents.
- Provide weekly reports about the achievements to the coordinator.
- Holding team meetings and communicating their results to the coordinator.
- Actively seek to resolve any conflicts between the team members.

Relief team at Syrian Arab Red Crescent, Aleppo Branch

1-March -2019 –31-May 2021

Duties & responsibilities:

- Responsible for Data Entry in Al-Hamdanyah relief team.
- Conduct field visits to the most vulnerable communities in order to assess the needs, distribute parcels, in addition to follow up their status. Coincided with questionnaires, market assessment, and focused discussion groups.
- Prepare different types of reports whether a daily after the field trips, a monthly comprehensive report or an incident report to notify any apprehensive acts.
- Implement all kinds of administrating affaires such as: Registering beneficiaries, collecting information, and archiving.
- Carry out additional duties as requested from the team leader whether administrative, logistics, and back-office tasks related to scanning, organizing, and archiving programmed documents and print files, type correspondence and other materials as required.

Course & Training:

- Principles of IHL Course at **SARC**, 2021.
- Principles of Risk Education Course at **SARC**, 2021.
- Principles of First Aid (24) Course at **SARC**, 2020.
- ETABS Course at **CPC Institute**, 2020.
- SAFE Course at **CPC Institute**, 2020.
- SAP Course at **CPC Institute**, 2020.
- AutoCAD Course at **Engineers Syndicate**, 2019.
- ICDL course at **CPC Institute**, 2017.

Languages:

Arabic: Mother tongue.
English: Fluent.

Computer Skills:

- ETABS (Advanced).
- Primavera (Upper Intermediate).
- SAFE (Advanced).
- AutoCAD (Advanced).
- Revit Structural (Upper Intermediate).
- SAP (Advanced).
- Google Earth GIS Software (Upper Intermediate).

- MS Office (Advanced).
- Visual basic (Upper Intermediate).

References:

Available upon request.