



JAMAL QRIED

IT Administrator

Syrian

Syria-Aleppo

06-11-1988

male

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PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector

EDUCATION

- | | |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 10-2023 → present
Zaytouna International University, Aelppo, Syria. | MBA (Master's degree in Business Administration) |
| 2020 → 2022
Free Aleppo University, Aleppo, Syria. | Bachelor's degree in Computer and Information Sciences |
| 11-2008 → 11-2013
Faculty Of Information Technology - Damascus University, Damascus, Syria. | Bachelor's degree in Computer and Information Sciences |

WORK EXPERIENCE

- | | |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2024 → 2024
AI Principles and Tools
Trainier | Artificial Intelligence (AI) and its associated tools operate on several fundamental principles that guide their development, deployment, and usage. These principles are essential for ensuring ethical, responsible, and effective AI systems. |
| 01-2024 → 03-2024
Anber Society Center
PMP Trainer | principles outlined in the Project Management Body of Knowledge (PMBOK) |
| 10-2018 → 03-2024
Aleppo Health Directorate (Governorate Center) - Partialy Work.
Data Manager | Vaccine Data Officer in Syria Immunization Group (SIG), Aleppo Team. |
| 2021 → 2024
Syrian Imunization Group - Partial
Trainer | Preparing the Data course was created by their partner training experts specializing in data analysis, statistical analysis, Microsoft Excel, and many more |
| 06-2023 → 10-2023
Syria Relief (Suriye Yardım Derneği)
Data Entry | Organizing and entering the data of Protection project. |
| 03-2023 → 06-2023
Social Development International (SDI)
Data Entry and Analysis | Organizing and entering nutrition project data, analyzing the results and issuing reports on the target groups. |
| 10-2022 → 02-2023
Qatar Charity - Ataa org.
Trainer | Providing the participants with the necessary skills to identify, test and evaluate available investment opportunities in the field of small investment projects. |
| 02-2022 → 12-2022
Syria Relief
Data Collector | Conducting oral interviews, filling out paper and electronic questionnaires |
| 2020 → 2020
Small Enterprise Management Development (Sanabel Al Amal)
Trainer | Providing the participants with the necessary skills to identify, test and evaluate available investment opportunities in the field of investment projects. |

06-2018 → 10-2018

Free Aleppo Health Directorate (Samaan District)

Data entry

2015 → 2018

Al Sham Educational

Project department manager

2017 → 2017

How To Plan your Personal Project?

Trainer

Vaccine Data Entry, Routine vaccination centers in the western Aleppo

responsible for planning, Implementation, development and implementat

Project scope and activity - planning, Steps to create projects, Economic, Marketing feasibility study and the management of the financial system of the project. The problems solving and decisions making.

PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Excellent conceptual and analytical skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills

SOFTWARESKILLS

Microsoft Power Point	■ ■ ■ ■ ■ ■ ■ ■
Microsoft Word	■ ■ ■ ■ ■ ■ ■ ■
Microsoft excel	■ ■ ■ ■ ■ ■ ■ ■
word	■ ■ ■ ■ ■ ■ ■ ■
Google Forms	■ ■ ■ ■ ■ ■ ■ ■
Power BI	■ ■ ■ ■ ■ ■ ■ ■
Kobo	■ ■ ■ ■ ■ ■ ■ ■
Adobe Premiere	■ ■ ■ ■ ■ ■ □
DHIS2 For Medical Info.	■ ■ ■ ■ ■ ■ ■ ■

PERSONALITY

Fast Learner Communicated Work under pressure

LANGUAGES

Arabic	■ ■ ■ ■ ■ ■ ■ ■
English	■ ■ ■ ■ ■ ■ □
Turkish	■ ■ □ □ □ □ □

HOBBIES

 Reading

 Swimming

 Basketball

 Soccer

- Programming for Beginners with C# Second Course - 2017
- English Conversational Skills for Beginners (2)- 2017
- English Conversational Skills for Beginners (3)- 2017
- Project Management Professional (PMP) -2017
- Project management translated from the University of California - 2017
- Introduction to Project Management - 2017
- Excel Professional Series – 2018
- ESL English Language Learning Program - 2018
- dhis2 medical information management and analysis software – 2019
- Al-Ameen Program for financial accounting and bookkeeping – 2019
- Intermediate level Excel course - 2019
- Excel Skills for Business Essentials – 2021
- Excel Diploma - 2021
- Training Of Trainers (TOT) - 2021
- Design Interactive Charts By Power BI - 2022
- Introduction to the Basic Standard of Humanitarian Action 2023
- PSEA 2023
- Child Protection In Emergencies 2023
- BSAFE 2023
- Fraud, bribery and corruption awareness training 2023
- Basic principles for the inclusion of persons with disabilities in humanitarian response 2023

REFERENCES

- **Shadi Alwawi** (Senior Data - SIG, **Phone:** +90 531 740 52 99, **Email:** d.m@sig-sy.org).
- **Mohammed Alwadi** (MEAL Officer - Syria Relief, **Phone:** +905368348773, **Email:** m.alwadi@syriarelief.org.uk).
- **Abullghafor Katebi** (HR - Syria Relief, **Phone:** +905364599555, **Email:** a.katiba@syriarelief.org.uk).