

## PERSONAL INFORMATION

## HATEM ABRAS



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**Sex** Male

**Place/Date of birth** United Kingdom 15-Dec-1993

**Nationality** Syrian | **Marital Status:** Single | **Military Service:** Exempt

## WORK EXPERIENCE

Jun 2024 - Sep 2024

### Entrepreneurship Training

Nabta Project, Coordinamento delle Organizzazioni per il Servizio Volontario (COSV Syria) & Food and Agriculture Organization of the United Nations (FAO Syria), Deir Hafer, Aleppo, Syria

The Nabta Youth Program targets young men aged 18-35 and women aged 18 and above who have experience in the field of agriculture and seek to establish a pioneering agricultural project, to provide them with the skills and support necessary to launch and manage their pioneering projects.

- Phase 1: Idea Generation: Workshops that enable young people to generate ideas for pioneering agricultural projects.
- Phase 2: Project Development: Training participants on the skills needed to present their projects and prepare successful business plans.

May 2024 - Present

### Projects Manager

Platform Consulting & Investment Services (CIS), Aleppo, Syria

- Strategic planning and project management by coordinating activities, resources, equipment, and information to ensure efficient and effective execution.
- Liaising with clients and stakeholders to understand requirements, define scope, and set objectives that align with client expectations and company goals.
- Supervising internal teams, delegating tasks, and tracking schedules to ensure project milestones are met according to planned timelines.
- Monitoring performance and analysing risks and opportunities using data-driven insights, implementing preventive and corrective actions as needed.
- Managing budgets and cost structures, including financial estimation, expense control, and ensuring the economic feasibility of projects.
- Overseeing procurement and supply chain management, ensuring compliance with contractual and quality standards.
- Developing and drafting technical proposals for tenders, including methodology formulation, technical scope, and financial analysis to enhance company competitiveness.
- Strengthening client and stakeholder relationships by delivering innovative solutions and improving overall project satisfaction.
- Documenting and managing project-related information and reports, including contracts, agreements, and periodic updates to ensure transparency and organization.
- Ensuring quality control and compliance through regular performance assessments and adherence to industry standards.
- Leading and mentoring project teams, enhancing their skills, and fostering a culture of collaboration to optimize execution efficiency and achieve strategic objectives.

### Project Based Experience

| Position  | Project  | Organization     | Date                |
|---|--|------------------|---------------------|
| Project officer & Market Research and Analysis Expert | Promoting Socio-Economic Resilience in Al Mukharm-Homs Governorate   | Platform / UNDP  | Nov 2024 - Present  |
| Project Manager                                       | Livestock Breeders Capacity Building Sessions - Harbanafseh - Hama Governorate                             | Platform / OXFAM | Des 2024 – Feb 2025 |
| Consultant & Small Business Management Trainer        | Business administration training for potential beneficiaries of small business grants Aleppo - Aleppo City | Platform / OXFAM | Nov 2024 - Present  |
| Project Manager                                       | Awareness services - Conducting agricultural awareness courses in Al-Khafsa countryside - Aleppo           | Platform / OXFAM | Jul 2024 - Present  |
| Project Coordinator                                   | Raising awareness of gender capacities of NGOs in Aleppo, Hama, and Latakia                                | Platform / OXFAM | Jun 2024 - Present  |

Jan 2024 – Mar 2024

**Accounting trainer**

AGA KHAN FOUNDATION, Aleppo, Syria

An integrated vocational training project that extended for 6 Weeks (80h) at Projects SY, including:

- Accounting principles, Calculating the tax on wages, and calculating loan payments and interest
- practical accounting using computer applications (Al-Amin, Bazaar and Al-Mohtaseb), description of accounts and products, recruitment of representatives, and preparation and management of sales points.
- EXCEL Financial

Aug 2021 – Des 2021

**HR, Selling skills, and Accounting trainer**

The Syria Trust for Development, Aleppo, Syria

An integrated vocational training project that extended for 4 months (140h) in Manara – Al-Mohafza, including:

- Training on basic human resources concepts, including identifying needs, attracting, and managing employee affairs.
- Professional training on sales concepts and how to manage them, prepare sales plans, types of stores and products, pricing and promotion, types of customers and how to deal with them and gain their loyalty, and provide after-sales services.
- Training on accounting principles, and practical accounting using computer applications (Al-Amin and Bazaar), description of accounts and products, recruitment of representatives, and preparation and management of sales points.

Sep 2020 – Present

**Accounting trainer**

Projects SY, Aleppo, Syria

- A trainer in accounting principles, and practical accounting using computer applications (Al-Amin and Bazaar).

Sep 2020 – Des 2022

**Educational Counselor Officer**

Projects SY, Aleppo, Syria

- Providing advice and information to clients on all training programs and services at the centre.
- Creating training programs and coordinating with trainers based on clients' needs and requirements.
- Responsible for preparation of the outlines of the courses for selling operations.
- Set courses plans and start dates for courses according to instructors' available times.
- Do all the promotion operations for the course (Designs, FB posts, communicate with interested clients).
- Follow up and auditing of all requirements for the start of the courses and to ensure full readiness before and during the course.
- Prepare reports for the marketing manager and assistant manager.

Feb 2020 – Aug 2020

**Education and Social Field Officer**

Adventist Development and Relief Agency (ADRA Syria), Aleppo, Syria

**Social tasks:**

- Determine and evaluate the needs of the IDP families.
- Accompany the technical field officers to identify locations of buildings and the IDPs residing in them.
- Record the required data of social assessments.
- Participate in distribution of NFIs and hygiene kits.
- Write success stories after the intervention.
- Data entry.
- Take photos before and after the intervention.
- Field visits with the technical officers as required.
- Do pre-intervention and post-intervention surveys.

**Education tasks:**

- Initial assessment.
- Pre placement tests before starting the educational programme.
- Post placement tests after finishing the education programme.
- Write success stories.
- Data entry.
- Organize teachers' timesheets attendees.
- Preparing teachers' pay lists according to their working hours.
- Preparing weekly reports on the number of hours of work and the number of beneficiaries in addition to the most important achievements, challenges and needs.

Jan 2019 – Dec 2019

**Managerial Assistant**

Safeta Sham Palace, Safeta, Tartous, Syria

- Filling in for absent employees as needed to ensure smooth operation of the business.
- Delegating tasks to employees.
- Keeping day-to-day activities organised.
- Supervising employees and providing additional training and coaching as needed to ensure everyone is performing their job properly.
- Motivating employees to perform well.
- Financial audit and costs control management.

Feb 2018 – Dec 2018

**HR Assistant**

Royal Inn Hotel, Tartous, Syria

- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Schedule meetings, interviews, HR events and maintain agendas.
- Perform orientations and update records of new staff.
- Process payroll and resolve any payroll errors.
- Produce and submit reports on general HR activity.
- Complete termination paperwork and exit interviews.
- Coordinate training sessions and seminars.

June 2015 – Jan 2018

**Private Teacher**

- Accounting and Operation Management for economics students.
- Financial Mathematics and Statistics for Economics students.
- Mathematics and physics for secondary students.

Jan 2015 – May 2015

**Records Officer**

General establishment of gins and cottons

- Documentation and Registration of goods.
- Reporting
- Achieving
- Inventories

**EDUCATION AND TRAINING**

Jan 2018 – Jun 2024

**Master In Business Administration (MBA)**

University of Tartous, Tartous, Syria

Rating: (Excellence) MTR: 90% - Rating: (Very Good) GPA: 79.5%

Research: Impact of knowledge management practices on green innovation:  
A field study on pharmaceutical companies operating in the city of Aleppo

Sep 2012 – Sep 2017

**Bachelor in Economics (Business Administration)**

University of Aleppo, Aleppo, Syria

Rating: (Good) – GPA: 74.5%

- Human Resources Management
- Marketing
- Operation Management
- Financial Management
- Management Information Systems
- Strategic Management
- Sustainability Management

**2021 Agile Project Management**

Projects SY training centre and Talal Abu-Ghazaleh Global, Aleppo, Syria

**2018 Project Management Professional (PMP)**

Projects SY training centre and Talal Abu-Ghazaleh Global, Aleppo, Syria

**2018 International Arabian Certified Management Accountant (IACMA)**

Projects SY training centre and Talal Abu-Ghazaleh Global, Aleppo, Syria

- 2018 **Trainer of Trainers (TOT)**  
Projects SY training centre and Talal Abu-Ghazaleh Global, Aleppo, Syria
- 2017 **Microsoft Excel Expert**  
CPC, Aleppo, Syria

## PERSONAL SKILLS

Mother tongue Arabic

| Other language(s) | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|-------------------|---------------|---------|--------------------|-------------------|---------|
|                   | Listening     | Reading | Spoken interaction | Spoken production |         |
| English           | B2            | B2      | B2                 | B2                | B2      |

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

**Communication skills**

- Teamwork: I have worked in various types of teams from university research teams to managing and volunteering work teams.
- I work on the borders between young people, youth students.
- Good communication skills gained through my experience as manager assistant, HR and teacher.
- Leadership, building self-esteem, and team building.

**Organisational / managerial skills**

- Problem solving, conflict resolution, and decision making.
- Goal setting and strategic thinking.

**Job-related skills**

- Good command of organising.
- Flexibility and working under pressure.
- Time management.

**Computer skills**

- Very good command of Microsoft Office.
- Very good command of SPSS, QSP, and Electre.
- Good command of Ms Project.
- Experience using the internet.
- Very good knowledge in accounting programs: "Al-Amin, Al-Mohtaseb, Bazar, Afaak".

**Published research**

Abras, Hatem. (2024). **Assess the reality of applying the dimensions of green innovation in pharmaceutical companies: A survey study on (pharmaceutical companies in Tartous Governorate).** *Al-Baath University Journal*. 46 (11), 53-90. In Arabic