

Tarek Al-najres

Contact

Gender: Male.
Marital Status: Married
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I have a passport with an entry stamp

Work Experience

Title: Receptionist

Employer: Danish Refugee Council (DRC)

Job description:

APR 2016 – Until now

(Turkey – Urfa)

- Maintain staff meeting schedules and remind them as appropriate.
- Meeting and greeting visitors ensuring they are directed to relevant departments.
- Coordination with beneficiaries, visitors and other stake holders who came to the office.
- Responding to beneficiaries and other stake holders requests.
- Supplying information about **DRC** activities through brochures and explanation.
- General administration duties copying, scanning, filing, etc...
- Assist Administrative Assistant as required.
- Assist staff with routine, administrative duties.
- Translations as required.
- Sending, receiving, collecting and distributing posts.
- Dealing with any enquires at the reception.
- Ensuring that the office and reception area are tidy and clean.
- Providing stationary needs to departments.
- Provide contact list to staff as required.
- Work with closely with the security regarding to visitors.
- Tracking visitors log sheet.
- Work closely with case management team.
- Report directly to the direct assistant officer.
- Undertake any other work related task assigned by the line managers when needed.

Title: Distribution and Livelihood Volunteer

NOV 2015 – APR 2016

Employer: Danish Refugee Council (DRC)

(Turkey – Urfa)

Job Description:

- Assist in data entry, calling and reception for DFID livelihood project, interact with beneficiaries in an effective, respectful way.
- Communicate effectively with line managers and team coordinators.
- Conducted assessment for cash assistance with 144 households.
- Supervised a distribution team of 4 people.
- Deal with all distribution shipments and prepare all related documents.
- Provide services to Syrian refugees through relief cards and regularly conduct BI checks.
- Use knowledge, innovation and education to provide suggestions for improvement to managers.
- Provide day to day supervision and support to field teams.
- Solving the problems of Countryside people.
- Administrative works.

Title: Teacher

Sept 2011 - Dec 2013

Employer: Ministry of Education

(Raqqa –Syria)

Job Description :

- Taught maths, chemistry and physics for secondary level students at Raqqa Governorate for 5 classes of 25 students each.
- Supervised students during classroom.
- Conducted extracurricular activities such as drama and sports tournaments.

Title: Volunteer

Sept 2010 – Feb 2014

Employer: Syrian Red crescent

(Raqqa – Syria)

Job Description:

- Assisted in data entry.
- Distributed food and non-food items to IDPs.
- Conducted home visits to promote hygiene.
- Supervised a distribution team of 8 people.
- Conducted trainings on hygiene awareness.
- Completed administrative tasks efficiently and effectively.
- Translated data and sent reports from/ to health facilities.

Title: Vaccinator

Jan 2014 – Apr 2014

Employer: ACU

(North Raqqa – Syria)

Job Description:

- Managed polio vaccination campaign.
- Supervised 5 field teams of 6 people each.

Title: Receptionist
Employer: Al karnak Hotel
Job description:

Jan 2010 – July 2011
(Raqqa –Syria)

- Gained customer service skills by welcoming visitors and answering phones.
- Assisted staff and visitors by responding to requests for support.
- Undertook other administrative and tasks assigned by management.

Title: Civil Engineer
Employer: Al Maliky Office
Job description:

Sept 2013 – Jan 2015
(Raqqa – Syria)

- Led a team of 5 people in designing building interiors using Autocad.
- Organized office and solved daily problems.

Education

- **Bachelor 's Degree in Civil Engineering from Al furat University** 2014

Training & Workshops

- Advanced First Aid Training in Syrian Red Crescent.
- BBR (Building a Better Response) Online.
- Preventing Sexual Exploitation and Abuse at Syrian Red Crescent.
- Logistics Support in Syrian Red Crescent.
- Security Training in Syrian Red Crescent.
- GBV (Gender Based Violence) at Syrian Red Crescent.
- Protecting the Rights and Promoting Resilience of Syrian refugees at IMPR Organization.
- Community Health Training at Syrian Red Crescent.

Languages and Skills

- Arabic: Mother Tongue.
- English: Very Good.
- Excellent with Microsoft Office (Word, Excel, PowerPoint, Access, Autocad, GIS, ETABs, Jwad for beams).
- Typing rate of 40 wpm (English & Arabic typing).
- Communication: able to listen/talk to people in a constructive manner
- Analytical: able to give meaning to data, analyze information
- Problem-solving: able to offer solutions to problems
- Teamwork: able to work with other people to achieve a common goal
- Leadership: able to take responsibility, lead/mentor others, supervising.
- Organization: able to meet deadlines, plan and schedule task.

References

Available Upon request