
Personal Summary:

An ambitious individual and problem solver always looking forward to acquire new skills. Passionate about driving business growth through data-driven insights, seeking new opportunities in FinTech.

Education:**International University for Science & Technology (IUST)**

bachelor's degree in business administration.

2015 – 2020

Work Experience:**United Nations Development Programme – UNDP Syria**

2023 - Present

Early Recovery Coordination Officer:

- Led €2M project from Italian agency for international cooperation, endorsed by UNDP resident representative.
 - Spearheaded multi-sectoral needs assessment for Syria, drafting ERL sector humanitarian needs overview. – HNO 2024
 - Managed HRP for Syria 2024 in ERL sector, coordinating ERL response in HCT areas.
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Sanad Youth Foundation for Development

2019 - 2023

Data and Reporting Officer

- Managed inbound & outbound donor reporting operations (UNFPA – UNICEF – FAO – OCHA)
 - Designed and automated data collection tool for data collection and validation across all Sanad's programs and reports.
 - Generated Monthly, quarterly, semi-annual & annual reports for UN donors.
 - Designed and published Ad-hoc reports for problem solving and program development.
 - Analyzed beneficiary data, evaluation forms and visualized data and reported insights to improve internal decision-making and programming
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Monitoring & Evaluation Officer:

2019 – 2021

- Designed MEL department procedures and official forms and templates.
 - Designed Interactive Impact dashboard for the foundations' agricultural interventions.
 - Conducted and co-operated a youth needs assessment in Aleppo and Damascus governorates.
 - Prepared and implemented M&E plans for the institution's programs
 - Achieved the analysis and final report production of a needs assessment for UN partner (UNFPA) for yearly plan activity programming and intervention.
 - Tracked annual target completion using ITT and indicator tracking tools.
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Projects Officer:

2017 – 2019

- Designed and Planned projects on academic development and social research, resulting in research papers published at locale & regional university journals.
 - Lead the implementation of youth development events and activities.
 - Managed stakeholders' enquiries and established partnerships.
 - Conducted final reports for internal evaluation.
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Extracurricular Projects:**Safe Digital Communication Workshops - UNFPA***Presenter with various charities & associations*

2022

- Planned and implemented digital literacy, privacy & safe digital communication interactive exercises and presentations.
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DeLine – Caritas Syria:*Service Contract – Data methodology & analysis.*

- Outlined data collection methods for NGO interventions evaluation.
- Designed qualitative and quantitative data collection questions.
- Used Kobo toolbox to design and test field survey questions
- Cleaned, analyzed and visualized inbound data.
- Designed and wrote final project evaluation report with focus on lessons learned, best practices, conclusions and recommendations.

Nov – Dec / 2022

Freelance Experience:

- Content Writer for *Hsoub – UK - Khamsat website*, wrote articles about E-commerce and SME's
- Technical writer for *Appitunity web solutions company - Berlin*, researched material and wrote tech articles on SaaS, cloud services, outsourcing developers.
- Script writer and digital program curator – *Maxima Group – UAE* | wrote a digital program about technology such as machine learning, VR-XR-MR-AR, Crypto wallets, blockchain and FinTech.

A Summary of Soft & Hard Skills:

Computer Skills: MS Office, Google applications, Outlook

Languages: Fluent in English and Arabic

Soft Skills: Public Speaking – Verbal & Written communication skills – Emotional intelligence – problem-solving – time & stress management – teamwork – details-oriented – email correspondence.

Hard Skills: Microsoft Excel – Google Search – ChatGPT – Cleaning, Summarizing & Visualizing Data – pivot-tables & dashboards – statistical analysis – report writing – Information triangulation.

Training Courses & Certificates:



Google Data Analytics Professional Certificate

Issued Oct-29th – 2023

Completed eight courses, developed by Google, that include hands-on, practice-based assessments and are designed for introductory-level roles in Data Analytics.

Link: <https://bit.ly/Google-Data-Analytics-Professional-Certificate> Credly



The Data Scientist's Toolbox

December 13 – 2019

In this course, I learned how to set up R and R-Studio and understand data and data related problems and tools used in data analysis as well as learning about Github and setting up a github repository.

Link: <https://bit.ly/DataScientistToolbox>



What is Data Science?

August 6 – 2020

In course offered by Coursera and taught by IBM, I learned about data science concepts and potential career paths and define the most demanded skills in this field

Link: <https://bit.ly/WhatIsDataScienceCertificate>



Getting Started with Power BI Desktop

Nov 4 – 2020

In this guided project, I learned about importing & transforming data, Creating a report dashboard and set data default values.

Link: <https://bit.ly/GettingStartedWithPowerBIDesktop>



Power BI Report Development Crash Course

March 10 – 2022

In this guided project, I learned about creating relationships between tables in the dataset, create visualizations and publish reports in Power BI service.

Link: <https://bit.ly/PowerBiDevelopmentCrashCourse>