

## Curriculum Vitae



### ➤ Personal Information

- 📍 **Almazzeah, Damascus(Syria)**
  - ☎ **+963338829621** 📠 **+963967439453**
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  - 💬 **Skype Waddah Nasser**
- Sex: Male | Date of birth: 14/06/1983 | Nationality: Syrian**

### ➤ Work Experience:

<b>Translation (Freelancing)</b> <i>2019 – present</i>	<ul style="list-style-type: none"><li>▪ Al-Kindy Institute for Languages Damascus, Syria</li><li>▪ Online translation services</li></ul>
<b>Translation (Voluntary)</b> <i>2020 – 2021</i>  <i>2014</i>	<ul style="list-style-type: none"><li>▪ Hekma Magazine <a href="https://hekmah.org/">https://hekmah.org/</a></li><li>▪ Almarefa Magazine Ministry of Culture, Syria</li></ul>
<b>Monitoring, Evaluation, Accountability, and Learning Officer</b>  <i>2023 – present</i>	<ul style="list-style-type: none"><li>▪ Norwegian Church Aid (NCA) Damascus, Syria</li></ul>
<b>Monitoring &amp; Evaluation Officer</b> <i>2020 – 2023</i>	<ul style="list-style-type: none"><li>▪ Aga Khan Agency for Habitat (AKAH) Salamieh, Syria</li></ul>
<b>Solar Energy Project Officer</b> <i>2017 – 2019</i>	<ul style="list-style-type: none"><li>▪ Infrastructure Program, Aga Khan Foundation (AKF) Salamieh, Syria</li></ul>
<b>Warehouse and Assets Manager</b> <i>2014 – 2016</i>	<ul style="list-style-type: none"><li>▪ Operation Department, Aga Khan Foundation (AKF) Salamieh, Syria</li></ul>

### ➤ Education:

<b>Master of Business Administration (MBA)</b> <i>2019 – 2022</i>	<ul style="list-style-type: none"><li>▪ Syrian Virtual University Hama University, Hama, Syria</li></ul>
<b>Bachelor's Degree in Mechanical Engineering (Engineering Materials Science)</b> <i>2002 – 2008</i>	<ul style="list-style-type: none"><li>▪ Faculty of Mechanical Engineering University of Aleppo, Aleppo, Syria</li></ul>

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### ➤ Training and Certification:

<b>Young Development Professional Programme (YDP)</b> 2017 – 2018	<ul style="list-style-type: none"><li>▪ Aga Khan Foundation (AKF) Salamieh, Tartus, Damascus (Syria) and Beirut (Lebanon)</li></ul>
<b>Certified Energy Manager (CEM)</b> 2017	<ul style="list-style-type: none"><li>▪ The Association of Energy Engineers (AEE) Thohoyandou, South Africa</li></ul>
<b>Fundamentals to Energy Management Training (FEMT)</b> 2017	<ul style="list-style-type: none"><li>▪ The Association of Energy Engineers (AEE) Thohoyandou, South Africa</li></ul>
<b>Certificate in Design and Installation of Solar Photovoltaic System</b> 2016	<ul style="list-style-type: none"><li>▪ Aga Khan Foundation (AKF) Salamieh, Syria</li></ul>
<b>Certificate in Warehouse Management</b> 2015	<ul style="list-style-type: none"><li>▪ World Food Program (WFP) Homs, Syria</li></ul>
<b>Syrian Preparatory Programme (SyPP)</b> 2009 – 2010	<ul style="list-style-type: none"><li>▪ British Council Damascus, Syria</li></ul>

### ➤ Personal and Professional Skills:

<b>Languages</b>	<ul style="list-style-type: none"><li>▪ Arabic: Mother tongue</li><li>▪ English: Proficient user</li></ul>
<b>Organizational / Managerial skills</b>	<ul style="list-style-type: none"><li>▪ Successful at multitasking and meeting tight deadlines.</li><li>▪ Experienced in writing concise reports and presentations.</li><li>▪ A team player who enjoys working with others.</li></ul>
<b>Computer skills</b>	<ul style="list-style-type: none"><li>▪ Expert command of MS Office (Word, Excel, PowerPoint, Access, MS project and MS Visio).</li><li>▪ Excellent experience in creating online forms on Kobo</li><li>▪ Good user of SPSS, Auto-cad, Solid Work and Photoshop.</li></ul>