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BASEL AL BADAWI

EDUCATION

2006 → 2012
 ALLEPO University, FACULTY OF ECONOMICS

MIS (MANAGEMENT INFORMATION SYSTEM)

WORK EXPERIENCE

2024 → present
 IC&I 3rd party - UNDP
 Project Technician

- Support: Provide technical, administrative, and logistical support to UNDP.
- Representation: Represent the project and build relationships with local authorities.
- Field Assessments: Conduct field visits to assess the situation and identify support needs.
- Logistics: Ensure timely completion of logistical tasks and procurement.
- Archiving: Manage the archiving process of project documents.
- Financial Management: Prepare financial reports, budgets, and timelines.
- Record Keeping: Maintain detailed records of project activities and finances.
- Relationship Building: Establish and maintain relationships with partners and community organizations.
- Overall, these additional responsibilities involve a combination of project management, coordination, financial management, and relationship building to support the UNDP's local governance efforts.

2019 → 2024
 Aoun for Relief and Development - Aman Project
 in collaboration with UNHCR
 Community Center Coordinator

- Planning and Coordination: Coordinate with technical staff, establish committees, and design software for data management.
- Inclusivity: Adopt an age, gender, and diversity-based approach, ensuring all activities are inclusive.
- Monitoring and Evaluation: Monitor staff performance, attendance, and project progress, preparing regular reports.
- Needs Assessment and Response: Assess the area's humanitarian needs and plan appropriate responses.
- Referrals: Review and approve referrals to external service providers.
- Professional Development: Participate in training and workshops.

Database Development:

- Design databases for project management and warehouse management using Access.

Overall, the Community Center Coordinator is responsible for ensuring the effective establishment, operation, and impact of the center in serving the community.

2018 → 2019
 Aoun for Relief and Development - Aman Project
 in collaboration with UNHCR
 Administrative Assistant

Administrative and Office Management:

- File Management: Maintain and organize both physical and digital files.
- Correspondence: Handle incoming and outgoing correspondence, including registration, routing, and follow-up.
- Document Preparation: Draft routine documents, format more complex ones using appropriate technology.
- Office Supplies: Manage inventory and ensure accurate tracking of assets.
- Facilities Management: Monitor office facilities and equipment to ensure proper functioning.

Human Resources and Personnel:

- Personnel Administration: Facilitate administrative processes related to staff travel, leaves, and movements.
- Document Processing: Assist staff with personnel-related documentation.

Finance and Logistics:

- Expenditure Monitoring: Assist in tracking and recording financial expenditures.
- Event Planning: Assist with logistical and administrative arrangements for seminars, workshops, and briefings.

Communication and Coordination:

- Media Liaison: Serve as a focal point between the project and the main media section.
- Service Provider Coordination: Monitor and regulate service provision from external providers.

Additional Responsibilities:

- General Support: Perform other tasks as assigned by the supervisor or senior manager.

2017 → 2017

Aoun for Relief and Development, in collaboration
with UNICEF
Executive Assistant

Project Management:

- **Oversight:** Directly supervise the work of project centers and ensure their needs are met.
- **Team Building:** Recruit and train a suitable team for the project through interviews.
- **Curriculum Development:** Collaborate with vocational and technical coordinators to select curriculum and secure supplies.
- **Initiative Development:** Develop and implement project initiatives and plans.
- **Trainer Selection:** Work with the life skills coordinator to select trainers, develop curricula, and provide training requirements.
- **Logistics Supervision:** Oversee the work of the logistics team for the project.
- **Job Placement:** Follow up with trainees to facilitate their placement in the labor market.
- **Community Engagement:** Communicate with community leaders to identify project areas and services.
- **Reporting:** Submit periodic reports to UNICEF and the project director on project progress, beneficiaries, and courses offered.
- **Acting Project Manager:** Assume the responsibilities of the project manager in their absence

05-2015 → 01-2017

Modern Company for Glass Industries (M.C.G.I)
HR Assistant

Human Resources Management:

- **Needs Assessment:** Gather information about departmental staffing needs.
- **Recruitment:** Attract, interview, and select suitable employees.
- **Performance Evaluation:** Conduct regular performance evaluations and take appropriate actions.
- **Training:** Organize and conduct training sessions, track employee progress, and implement changes.
- **Personnel Administration:** Manage employee benefits, vacations, and irregularities.

Administrative Functions:

- **Vehicle Management:** Coordinate company vehicle usage, track maintenance issues, and oversee repairs.
- **Security and Safety:** Develop and implement security and safety programs, including fire safety, surveillance, and guard rotations.
- **Access Control:** Monitor and regulate entry and exit of vehicles and personnel.

Internal Audit:

- **Procedure Implementation:** Ensure adherence to company procedures and processes across departments.

2014 → 2015

Danish Council for Refugees
Marketing Coach

Market Analysis and Research:

- **Workshop Analysis:** Study and analyze professional workshops to assess their current status.

Market Research: Conduct market research for new potential professions, including pricing, competition, and target groups.

- **Data Analysis:** Collect and analyze data to inform action planning and identify strengths and weaknesses of workshops.

Workshop Development and Training:

- **Problem-Solving:** Assist workshop owners in overcoming challenges and improving their operations.
- **Financial Management:**** Train workshop owners in cost control, profit analysis, and loss prevention.
- **Adaptability:** Train workshops to respond to market changes and seize opportunities.

2012 → 2014

SHABAB KHIR Charity
Administrative / Humanitarian & Disasters

Displacement Response:

- **Registration:** Register displaced families from affected areas.
- **Data Management:** Maintain accurate records of registered families and their information.
- **Needs Assessment:** Collect and analyze data to identify the needs of displaced families.
- **Supply Chain Management:** Oversee the distribution of supplies, manage warehouse inventory, and track shortages or surpluses.

02-2011 → 07-2012

Royal Mall-HOMS
Accountant

Inventory Management:

- **Purchase Invoice Recording:** Record invoices for new material purchases.
- **Pricing:** Determine the pricing for materials.
- **Sales Reconciliation:** Ensure daily sales align with the matching fund.
- **Inventory Analysis:** Prepare reports on sold materials and identify future needs.
- **Annual Inventory:** Conduct a yearly inventory of materials.

PERSONAL SKILLS

- ✓ Managing tasks and problem-solving skills
- ✓ Ability to adapt and learn quickly
- ✓ Able to work on my initiative or as part of a team
- ✓ Proficient in computer applications, including Microsoft Office Suite
- ✓ Strong communication and interpersonal skills

SOFTWARESKILLS

Microsoft excel	■ ■ ■ ■ ■ □
Microsoft Access	■ ■ ■ ■ ■ □
Power BI	■ ■ ■ ■ □ □
Microsoft Power Point	■ ■ ■ ■ □ □
Microsoft Word	■ ■ ■ ■ ■ □
KOBO/ODK	■ ■ ■ ■ ■ □

LANGUAGES

English	● ● ● ● ○ ○
Arabic	● ● ● ● ● ●

HOBBIES



COURSES

ENTREPRENEURSHIP TOT

At IECD Institut

COLLABORATIVE DISPUTE RESOLUTION

At NRC

MARKETING COACH

Danish Refugee Council

MONITORING AND EVALUATION

At Vision for training

ADMINISTRATIVE CORRESPONDENCE

At Vision for training

INTRODUCTION TO QUALITY MANAGMENT SYSTEM

At Syrian Scientific Society For Quality

ACHIEVEMENTS

- Inventory Team Management at the Islamic Charitable Society
- Contribute to the success of the campaign against gender-based violence
- Establishing fixed asset management procedures in the UNHCR social care project
- Training of trainers in the field of entrepreneurship within the social care project implemented in cooperation with the UNHCR
- Establishing warehouse management procedures for consumables in the social care project implemented with UNHCR