




Rabie Abou Assaleh

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ABOUT ME

Highly ambitious. Adept at interpersonal, written and public communication. Organized, detail oriented, dedicated. Not afraid to face a challenge. I would describe myself as an open and honest person who doesn't believe in misleading other people and tries to be fair in everything I do.

WORK EXPERIENCE

01/06/2019 – CURRENT Damascus , Syria

● **Capacity Building and Training Manager** Syrian Arab Red Crescent (SARC) Damascus-Syria

- Assess training needs for new and existing employees
- Identify internal and external training programs to address competency gaps
- Partner with internal stakeholders regarding employee training needs
- Organize, develop or source training programs to meet specific training needs
- Liaise with subject matter experts regarding instructional design
- Develop training aids such as manuals and handbooks
- Inform employees about training options
- Map out training plans for individual employees
- Present training programs using recognized training techniques and tools

12/03/2023 – CURRENT Damascus, Syria

● **Training Consultant** Al Emad Foundation

- Develop and optimize organizations' staff Development and training programs.
- Evaluate existing training programs.
- Align training programs with business objectives.
- Facilitate learning opportunities for various audiences.
- Create course materials and teaching aids.
- Follow up on the trainers and training packages for each training
- Supervising the organization of the foundation's work plans in the field of development

05/01/2013 – CURRENT Damascus , Syria

● **First Aid Team Leader** Syrian Arab Red Crescent (SARC) Damascus Syria

- Respond to all emergency cases
- Participation in the process of transferring cases from hospitals and homes
- Responding to all disasters that result in casualties in various Syrian regions
- Response to various cases infected with corona virus
- Follow up on the work of paramedics on duty
- Training paramedics during their shifts to respond to various cases
- Training paramedics to work as one team at all times
- Training volunteers wishing to join the first aid teams on the approved first aid curriculum

03/01/2013 – 05/06/2018 Damascus , Syria

● **Warehouse Logistics** Syrian Arab Red Crescent (SARC) Damascus Syria

- Follow up on reports and inventory of warehouses located in all rural areas on a daily basis
- Develop plans to move materials from different warehouses to all departments and partners
- Coordination with all donors to meet all needs as well as covering all the needs of any business
- Purchasing all the necessary needs related to the divisions and branches of SARC
- Monitoring the movement, maintenance and tasks of all the equipment
- Coordination of drivers' tasks and schedules

· Providing support to all employees with regard to equipment and logistical needs

EDUCATION AND TRAINING

2021 – CURRENT Damascus, Syria

Business Administration Syrian Virtual University

Website <https://www.svuonline.org/>

2012 – 2012 Damascus, Syria

Technical Institute of Electricity and Mechanics Damascus University

12/03/2023 – CURRENT Damascus, Syria

International Humanitarian of Law Trainer ICRC \ SARC

Website <https://www.icrc.org/>

2019 – CURRENT Damascus, Syria

First Aid Trainer ICRC \ SARC

Website <https://www.icrc.org/>

01/07/2017 – CURRENT Beirut, Lebanon

Sphere Standards Trainer Sphere

Website <https://spherestandards.org/>

2014 – CURRENT Damascus, Syria

Trainer Al-Reda Center

Website <https://reda-center.com/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

Other language(s):

English

Listening B2

Spoken production B2

Reading C1

Spoken interaction B2

Writing C1

French

Listening A2

Spoken production C1

Reading C1

Spoken interaction B1

Writing C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | google | skype | social media | gmail | microsoft powerpoint | microsoft office

TRAINING COURSES

2012 - 2012

● **Principles of Disaster Management**

2012 - 2012

● **Principles of Psychosocial Support**

2012 - 2012

● **Project Preparation**

2012 - 2012

● **Relief Team Workshop**

2012 - 2012

● **Evacuation Training**

2013 - 2013

● **Rescue Training**

04/2013 - 04/2013

● **Advanced First Aid Trainers**

2013 - 2013

● **Warehouse Management**

2014 - 2014

● **Marine Rescue**

2015 - 2015

● **Human Development**

2017 - 2017

● **Forensic - Bodies management Training**

2017 - 2017

● **Relief Management Training Workshop**

2019 - 2019

● **Restoring Family Links**

2020 - 2020

● **Forensic - Bodies management in COVID 19 workshop**

23/06/2024 - 27/06/2024

● **SEL**

Social Emotional Learning

DRIVING LICENCE

● **Driving Licence: B**