



Ali Hemedi

Contact & General Info

Gender: Male
Nationality: Syrian
Status: Married
Child No: One girl
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Experience

Safety and security officer

Space Of Peace Organization / AUG 2021, NOW

- . Data analyzing and cleaning
- . Take accurate notes of any unusual incident
- . Report any suspicious incidents to the competent authorities
- . Protect the property of the organization

Information Management Assistant

Humanity & Inclusion (Handicap International) / MAR 2020 , MAY 2021

- . Data analyzing and cleaning
- . Make daily and monthly reports
- . Team training on Survey123 and other tools
- . Technical Support
- . Maintenance Computers and other devices
- . Archiving files according to HI

MAEL Assistant

Humanity & Inclusion (Handicap International) / MAR 2020 , AUG 2020

- . Data analyzing and cleaning
- . Conduct field monitoring visits
- . Submission of field monitoring visit reports
- . Support any lesson learning activity event
- . Conduct focus group discussions with projects beneficiaries.

Data Entry Operator

Humanity & Inclusion (Handicap International) / DEC 2019, FEB 2020

- . Data analyzing and cleaning
- . Make daily and monthly reports
- . Team training on Survey123 and other tools

Archiving Assistant

Humanity & Inclusion (Handicap International) / JUL 2018, NOV 2019

- . Sorting and Scan health project files
- . Coding it according to HI protocol
- . Uploading it to Cloud storage space (Google Drive or Dropbox)
- . Preparing archiving report

Secretary & Data Entry

Space Of Peace Org / MAY 2017, JUN 2018

Graphic Designer

Al Anwar Press / NOV 2016, APR 2017

Education

Technical engineering, Bachelor's degree

Teshreen University / 2011, 2014

Programming & operating system's, Secondary school

Technical of computer / 2008, 2010

Training

- . Gad Mainstreaming in Health | Humanity & Inclusion | 15-17 DEC 20
- . Monitoring and evaluation practices | IRC | 13 APR 20 | Online
- . PSEA | Humanity & Inclusion | DEC 20
- . An introduction to the basic criterion for humanitarian action | Kaya | 9 APR 20 | Online
- . Computer Science 101 | Stanford Online | 20 FEB 19 | ONLINE
- . Governance and Strategic Management | ORANGE | ONLINE
- . Child Protection | SOP Organization & Orange
- . PSS, GBV, IASC, CM & Communication Skills | SOP Org

Skills

- **Support data collection by collecting quantitative and qualitative data**
- **Database management**
 - . Power BI | Kobo Toolbox
 - . ODBC connectivity
 - . Q/ArcGIS based databases
 - . Data collection | Data Analysing
 - . Database design and management
 - . Designing data collection tools
- **Computer**
 - . Microsoft Office Excellant
 - . Computer Science 101
 - . Hardware & Software | Networks
- **Programming**
 - . (Delphi, VB, C++, C#, SQL, Android By Flutter & Dart)
- **Graphic Design**
 - . (Ps, Ai, Ae, Pr)
- **Administrative I Communication**
- **Time management skill**
- **Ability to travel**
- **Ability to work together**

Language

- **English**
- **Arabic**

References

Duha Smirat

Senior MEAL Officer, Humanity & Inclusion (Handicap International)
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Abdul Kareem Aldaher

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