

Fatima MUQRESH

Istanbul, Turkey

GSM: 05318521019

Email: muqreshfatima@gmail.com

Skype: Fatima.muqresh

OBJECTIVE To work in a place with a professional work driven environment where I can utilize and apply my knowledge and skills that would enable me to improve and gain more experience while fulfilling the job goals.

EXPERIENCE

ISLAMIC RELIEF ORGANIZATION, TURKEY
September 2018
Orphans and Children Welfare Assistant

CATHOLIC RELIEF SERVICES, CRS TURKEY
February 2017- June 2018
Admin Assistant- translator in addition to acting coverage as WASH and Shelter projects assistant for 3 months

SULTAN FATI H MEHMET SCHOOL, TURKEY
2016-2017
Principal Assistant

MÉDECINS SANS FRONTIÈRES (MSF), TURKEY
2016
Interpreter, mental health department (part time)

SULTAN FATI H MEHMET SCHOOL, TURKEY
2015-2016
English Teacher

GOVERNMENTAL SCHOOLS, SYRIA
2011-2015
English Teacher, employed by Syrian Ministry of Education “certificate of

experience available upon request”

TRANSLATION TEAM, SYRIA, ALEPPO

2010-2014

Translator (part time)

SUMMER CLUB- UNICEF, ALEPPO

2014

Trainer

LITTLE SCIENTISTS PRIVATE SCHOOL, ALEPPO

2008

English Math Teacher

EDUCATION

MASTER’S IN BUSINESS ADMINISTRATION 2018-2019

MBA, Faculty of Business and Information Science, UCSI University
GPA: 3.895/4

MASTER’S DEGREE – 2010

Translation and Arabization.

Department of English, Faculty of Arts and Humanities,
University of Aleppo

GPA: 72.11

BACHELOR’S DEGREE - 2008

Department of English, Faculty of Arts and Humanities,
University of Aleppo

GPA: 64.4

SKILLS & ABILITIES

- Microsoft Office- ICDL certified 2011
 - Proficient in using the Internet and e-mail (Gmail-Outlook)
- Flexible and adaptable, strict to deadlines, cooperative, understanding and patient, able to learn quickly; loving to learn, to improve and to work

TRAININGS

- Dimagi Academy CommCare Fundamentals Course, May

2018

- Trainings offered by CRS:
 - Emergency Response and Recovery, June 2018
 - An Orientation to Accountability, June 2018
 - Partnership and Capacity Building Basics (June 2018): An introduction to CRS' Approach to:
 - Partnership Basics
 - Capacity Strengthening Basics
 - Assessment Basics
 - Communication Basics
 - Adult Learning Basics
 - Customer Service Fundamentals- Customer Service Confrontation and Conflict, May 2018
 - Information Security Awareness, April 2017
 - Policy on Protection Training, April 2017
 - IFRC Stay Safe- Personal Security -External training offered by IFRC (International Federation of Red Cross and Crescent), May 2017
 - Safe and Sound: An Introduction to CRS Staff Safety and Security, September 2017
 - Learning in CRS, January 2018
 - Introduction to the CRS Business Development Cycle, February 2018
 - Protecting Your Data Campaign 2018 Curriculum, May 2018
 - Stress and Resilience Curriculum, May 2018

- Trainings offered by Orange and DRC, Antakya- Turkey,
 - Protection M&E Tools Development in Humanitarian Aid, June 2018
 - Case Management, May 2018
 - Report Writing, July 2017
 - Data Collection Methods, June 2017

- Rehabilitation program organized by UNICEF and Turkish Ministry of Education, September 2016

- Active Learning training- Syrian Ministry of Education sponsored by UNICEF-JVC 2015

- Lectures on Neuro-linguistic Programming at Alma'amoun Private University, Aleppo Syria 2006-2008

<i>LANGUAGES</i>	Reading	Speaking	Writing	Understanding
Arabic	Mother tongue			
English	Advanced	Advanced	Advanced	Advanced
Turkish	Intermediate	Intermediate	Intermediate	Intermediate
French	Pre-intermediate	Pre-intermediate	Pre-intermediate	Pre-intermediate

REFERENCES

- William Schmitt, CRS Country Representative, my second level supervisor william.schmitt@crs.org
- Cedric Choukeir, CRS Head of Operations, current supervisor cedric.choukeir@crs.org
- Prof. Tamer Aker, MSF mental health department trainer tamer.aker@bilgi.edu.tr ataker@hotmail.com

❖ Certificates and documents are available upon request