

Curriculum Vitae of Fadi Najib Sabbagh

an Architect and Site Engineer with work experience in Administrative, Humanitarian, Media and HR Management fields.

Personal information:

- **First name:** Fadi.
- **Father name:** Najib.
- **Last name:** Sabbagh.
- **Nationality:** Syrian.
- **Gender:** Male.
- **Status:** Single.
- **Date of birth:** 18-10-1995



Contacts:

- **Mobile Phone:** +974 3020 9827
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- **Portfolio:**
https://drive.google.com/file/d/1PVNoSdeAGNk2Hp7RrYg_Md9TxStUQcPY/view?usp=drive_link

Academic information:

- **Bachelor degree of Architecture.**
Graduated in 2018/ Rate: 73.54%
Specialty: Architecture.
University: Tishreen University, Lattakia, Syria.
- **Master degree in Business Administration.**
Graduated in 2022/ Rate: 73.93%
Specialty: Business Administration.
University: Syrian Virtual University (SVU), Syria.

Languages:

- Arabic (reading-writing-speaking) Native speaker
- English (reading-writing-speaking) Very Good
- French (reading-writing) Medium

Hobbies and Leisure time:

- I like Playing football, Swimming, Camping & Learning new skills.
- I was a member of a scout group for five years (2009-2013).

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Experiences:

Worked as a **Project Assistant/ Fixed Assessment** at Aga Khan Foundation for two months (2024).

The Aga Khan Foundation (AKF) is a leading global development organization working to address the root causes of poverty.

Responsibilities:

- Participate in the Forming Committees Process to reach beneficiaries most in need.
- Prepare Committees Training content.
- Train committees on the mechanism of work and selection criteria.
- Monitoring Selecting Beneficiaries Process.
- Evaluate cases.
- Select beneficiaries most in need.
- Follow up on undeserved cases in coordination with Help Desk Staff and implement appropriate procedures.
- Coordinate the work flow within non-Fixed Staff.

Worked as a **Site Engineer** at GOPA-DERD for eight months (2023-2024).

Orthodox Patriarchate of Antioch and all the East-The Department of Ecumenical Relations and Development is a None-governmental organization that Provides material and moral support and assistance to those affected by disasters and wars, in cooperation with the United Nations.

Responsibilities:

- Assess the condition of facilities and identify damages and needs.
- Prepare project studies, plans, BOQs, technical specifications, financial statements and periodic reports.
- Coordinate with stockholders to secure necessary legal approvals.
- Carrying out field visits to secure contract requirements and implementing follow-up evaluation mechanisms.

Worked as an **Architect & Site Engineer** "SD Exteriors & Interiors" for seven years (2018-2024).

"SD Exteriors & Interiors" is the architectural department of Sabbagh Engineering office. Which is an integrated engineering office located in Tartous-Syria. It works at Preparing engineering studies, preparing interior and exterior designs and Undertaking their implementation or supervising the implementation operations.

Responsibilities:

- Communicate with customers to understand their project needs.
- Determine resources required to implement the architectural study.
- Prepare project studies, plans, BOQs, technical specifications, financial statements and periodic reports
- Networking with suppliers to select & secure required materials.
- Supervising implementation operations on site.
- Finding solutions to the obstacles that may be encountered on site.

Trained & Worked as a **Architect & Site Engineer** at "Rany Gerjose designing office" for two years (training 2018-2019/ working 2022-2023).

"Rany Gerjose designing office" is a specialized office located in Tartous-Syria, Works at Preparing engineering studies, Designing exteriors and interiors and Undertaking their implementation.

Responsibilities:

- Communicate with customers to understand their project needs.
- Determine resources required to implement the study.
- Networking with suppliers to select & secure required materials.
- Supervising implementation operations on site.
- Finding solutions to the obstacles that may be encountered on site.

Worked as **Human Resources Coordinator** at FADA Association for eight months (2022).

FADA Association for Community Development is a licensed development society (under Resolution No. 1657) which seeks to build the capacity of the community members and develop their skills in the cultural, social, leadership and economic aspects. In addition to providing them with skills, experiences and abilities they need in community work through the implementation of training programs and workshops.

Responsibilities:

- Prepare & monitor the Work Flow & Monthly Timesheets.
- Follow up on work schedules, vacations, discounts & bonuses.
- Prepare work Policies & ensure compliance.
- Manage relationships & communication channels between employees.
- Prepare Terms Of References and Contracts.
- Implement the Recruitment Processes.
- Participate in identifying employees trainings needs.

Worked as **Admin and Supervisor** at GOPA-DERD for one year (2021-2022).

Orthodox Patriarchate of Antioch and all the East-The Department of Ecumenical Relations and Development is a None-governmental organization that Provides material and moral support and assistance to those affected by disasters and wars, in cooperation with the United Nations.

Responsibilities:

- Prepare weekly & monthly reports.
- Prepare semi-annual, monthly & weekly plans of team's work.
- Data Entry.
- Supervise implementation of procedures to ensure that set goals are achieved properly.
- Follow up on securing logistical supplies.
- Coordinate with stockholders to secure necessary legal approvals.

Volunteered as a **Social Worker** at caritas for one Year (2020-2021).

The Council of the heads of the Catholic Churches in Syria (Caritas Syria) is part of Caritas International. Work on humanitarian development to reduce poverty, promote charity and justice to the Syrian population.

Responsibilities:

- Reception, Contain & Communicate process (RCC Process).
- Evaluate cases according to the selection criteria.
- Data Entry.

Worked as an **Autodesk AutoCAD Trainer** at GOPA-DERD for six months (2019).

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Responsibilities:

- Prepare the training content & time schedule.
- Present sessions to participants & ensure they understand the content.
- Ensure that the set goals are achieved.
- Provide management with beneficiaries data.

Worked as a **Graphic Designer** for "Time media group" for three months (2019).

"Time Media Group" is a Specialized Media company located in Tartous-Syria. Works at Designing road advertisements, short promotional videos, magazine covers, and other marketing and media services.

Responsibilities:

- Communicate with customers to understand their needs.
- Design visual ads (Posters, Commercials, Magazines and Videos).

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General Courses:

Certificated:

- Certificate of Completion a "**Preventing sexual exploitation and abuse (PSEA)**" online training by UNICEF. (2023)
- Certificate of Participation in a "**Creative Goal Setting Training Program**" by Kingston Business Academy at Tartous, Syria. (2022)
- Certificate of Completion a "**Human Resources and Volunteer Management for CSOs Training**" by UNDP at Damascus, Syria. (2022)
- Certificate of Participation in an **Autodesk Rivet course** by Syrian Engineers Association at Tartous, Syria. (2021)
- Certificate of Completion a "**Fraud Awareness Training (e-Course)**" by UNICEF & passed the exam with the grade "93.33". (2021)
- Certificate of Participation by GOPA-DERD certificates that I complete an **Adobe Photoshop Training** at Tartous, Syria. (2019)
- Certificate of Participation by GOPA-DERD certificates that I complete a **Life Skills Training** at Tartous, Syria. (2019)
- Certificate of Achievement by "British Council" to certify that I attended **The Advanced four English Course** & passed the exam with the grade "Excellent" at Lattakia, Syria. (2018)
- Certificate of Participation in **First aid course** by the Syrian Arab Red Crescent at Tartous, Syria. (2011)

Uncertificated:

- Participated in a Preparation Training to work within WFP's vouchers program with World Food Program WFP at Tartous, Syria. (2024)
- Participated in "**Formulations of the Theory of Change that company's plan seeks to achieve**" **Training** with Mobaderoon at Damascus, Syria. (2022)
- Participated in a **Nonviolent Communication Training** with GOPA-DERD at Mashta-Alhelo, Tartous, Syria. (2021)
- Participated in an **Autodesk Rivet course** with Tishreen University/ Faculty of Architecture at Lattakia, Syria. (2017)

Skills:

Computer Skills:

- Excellent using of Microsoft Office, Email & Google Services.
- Excellent using of Autodesk AutoCAD, SketchUp, Adobe Photoshop & Lumion.
- Medium using of Autodesk 3D Max, Vray & Autodesk Rivet.

Additional Skills:

- First Aid Skills.
- Driving Skills.

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Personal Skills:

- Leadership, Supervision and Communication skills.
- Working under pressure and Working within group abilities.
- Motivated, Fast learner, Ambitious & Flexible person.

References:

- Arch. Rima Al Salek, Department Manager at SD Exteriors & Interiors
Mobile: +963 932564735\ Email: rima-alsalek@hotmail.com
- Eng. Rany Gerjose, CEO at " Rany Gerjose Designing office"
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- Ms. Atina Alsayegh, Programming Department-Littoral Coordinator at Caritas
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- Mr. Samer Fahoom, Area Coordinator at GOPA-DERD
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- Ms. Raneem Abbas, Focal Point at "Hand in Hand" GOPA-DERD's Project
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- Ms. Rain Arnouk, Chairman of Board of Directors at
FADA Association for Community Development
Mobile: +963 930160191\ Email: rain.arnouk@gmail.com
- Ms. Adele Alkhateeb, Project Coordinator at Aga Khan Foundation
Mobile: +963 981053492\ Email: adel.alkhateeb@akdn.org

If you are considering that my qualifications are suitable for the position mentioned, I am eager to be a part of your esteemed organization and participate with my knowledge, experience and hard work to achieve desired goals.

I will ensure to be an active member within the department in which I will work, in addition to strive to develop the work procedures if necessary, in order to achieve the goal that your esteemed organization seeks within the available capabilities.

Yours faithfully,
Fadi Sabbagh.
