

CURRICULUM VITAE

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ACADEMIC QUALIFICATIONS

Grade	University / Institute	Degrees	Faculty	Major Subjects	From — To
Good	Damascus university	68.03	Education	curriculum and teaching methodology	2006-2012

PROFESSIONAL COURSES

Year	Course Description	Field	Place , Authority
2007	Teaching knowledge test (3 bands)	English	University of Cambridge
2015	Basics of child protection and PSS consideration training for child care workers	Child protection and PSS training	UNHCR and IMC
2015	Focused, non-specialized Child protection and PSS training	Child protection and PSS training	UNHCR and IMC
2015	Tutors of resilience	PSS	Adyan institute and universita cattolica del sarco coure and bice

LANGUAGES

	Speak			Read			Write			Understand		
	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair
Arabic	*			*			*			*		
English	*			*			*			*		

Computer skills

Microsoft Office (very good)

EMPLOYMENT RECORD

1.

Dates of employment (April , 2013) From : 4/2013 To : 6/2013	Name of employer Ministry of Agriculture
Exact title of my position	Employee
<u>Responsibilities:</u> Ensuring meetings are effectively organized and minted. Maintaining effective records and administration. Upholding the legal requirements of governing documents, charity law, company law etc.	

2.

Dates of employment (September , 2014) From : 9/2014 To : 2/2015	Name of employer Zen al Arab governmental school
Exact title of my position	Teacher
<u>Responsibilities:</u> Preparing lesson plans, teaching classes, and evaluating student progress. Encouraging students and acting as teacher—advisors for students. Maintaining discipline in the classroom.	

3.

Dates of employment (February , 2015) From : 2/2015 To : 11/2015	Name of employer JRS
Exact title of my position	trainer/ teacher
<u>Responsibilities:</u> <ol style="list-style-type: none"> 1. Establish and define the structure of the learning context. 2. Guide the learner A. Provide a philosophical overview of training content, process and context 3. Serve as content resource person 4. Observe and track learning progress 5. Incorporate and integrate the talents and resources of all the individuals in the group 6. Elicit feedback and modulate training based on feedback and learning gained in training process 	

4.

Dates of employment (November , 2015) From :11/2015 To :9/2016	Name of employer JRS
Exact title of my position	Team leader
<u>Responsibilities:</u> <ul style="list-style-type: none"> • Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort • Provide the team with a vision of the project objectives • Motivate and inspire team members • Lead by setting a good example (role model) — behavior consistent with words • Coach and help develop team members; help resolve dysfunctional behavior • Facilitate problem solving and collaboration • Strive for team consensus and win-win agreements • Ensure discussions and decisions lead toward closure • Maintain healthy group dynamics • Intervene when necessary to aid the group in resolving issues 	

- Assure that the team members have the necessary education and training to effectively participate on the team
- Encourage creativity, risk-taking, and constant improvement
- Recognize and celebrate team and team member accomplishments and exceptional performance
- Coordinate with internal and external customers as necessary
- Familiarize the team with the customer needs, specifications, design targets, the development process, design standards, techniques and tools to support task performance
- Assure that the team addresses all relevant issues within the specifications and various standards
- Provide necessary business information
- Serve as meeting manager or chairman
- Initiate sub-groups or sub-teams as appropriate to resolve issues and perform tasks in parallel
- Ensure deliverables are prepared to satisfy the project requirements, cost and schedule
- Help keep the team focused and on track
- Work with functional managers and the team sponsor to obtain necessary resources to support the teams' requirements
- Obtain and coordinate space, furniture, equipment, and communication lines for team members
- Establish meeting times, places and agendas
- Coordinate the review, presentation and release of design layouts, drawings, analysis and other documentation
- Coordinates meetings with the product committee, project manager and functional management to discuss project impediments, needed resources or issues/delays in completing the task
- Provide status reporting of team activities against the program plan or schedule
- Keep the project manager and product committee informed of task accomplishment, issues and status
- Serve as a focal point to communicate and resolve interface and integration issues with other teams
- Escalate issues which cannot be resolved by the team

- Provide guidance to the team based on management direction
- Manage the procurement process in support of work plans

5.

Dates of employment (September , 2016) From :9/2016 To :12/2017	Name of employer SARC
Exact title of my position	Community Center Coordinator
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Manage the front office operation of the 24 - hour community center complex in residential housing • Hire, train, supervise, and evaluate 10 - 20 Community Center Assistants (student position) • Manage the scheduling and timesheets for all Community Center Assistants • Ensure quality customer service in the office area • Maintain consistent communication between staff and supervisors and stay up to date on Residential Life, Housing and Campus information • Aid student staff as well as professional staff • Assist in enforcing Student Housing policies • Meet with supervisor on a weekly/bi - weekly basis • Ensure the office runs efficiently and effectively to provide general services to students (i.e. trash bags, vacuum cleaners, cleaning supplies, games, etc.) • Ensure the front desk area and public spaces are kept tidy and contribute to a welcoming atmosphere for our community • Manage inventory and borrowing system for Community Center items such as games, movies, equipment, etc. • Maintain high level of security with respect to building/complex safety through 24 - hour surveillance of guests to the building and emergency safety equipment • Serves as a leader on the paraprofessional staff team to foster collaborative and healthy staff relationships 	

6.

Dates of employment (October ,2018) From : 10/2018 To : 06/2022	Name of employer EPDC
Exact title of my position	Procurement Coordinator
<ul style="list-style-type: none"> • <u>Responsibilities:</u> • Estimate and establish cost parameters and budgets for purchases • Create and maintain good relationships with vendors/suppliers • Make professional decisions in a fast-paced environment • Maintain records of purchases, pricing, and other important data • Review and analyze all vendors/suppliers, supply, and price options • Develop plans for purchasing equipment, services, and supplies • Negotiate the best deal for pricing and supply contracts • Ensure that the products and supplies are high quality • Maintain and update list of suppliers and their qualifications, delivery times, and potential future development • Work with team members and Procurement Manager to complete duties as needed • Management of all procurement operations of the Committee • Managing the procurement staff, drawing purchase plans, recruiting and training employees, reviewing the best products, comparing prices, liaising with suppliers, and securing purchase deals. 	

Dates of employment (July , 2022) From :7/2022 To : now	Name of employer NCA
Exact title of my position	Procurement & Logistics Officer
<u>Responsibilities:</u> <ul style="list-style-type: none"> • In cooperation with the Procurement and Logistics Manager, ensure that all procurement and logistics processes and activities for NCA's operation (including NCA partner projects) adhere to NCA's logistics procedures, Operations, and Procurement Manual, and/or other donor policies/manuals, as 	

mentioned above and other documents or instruction that may be given from time to time.

- Conduct market assessments, supplier mappings, and visits, and assist in maintaining a database of past, existing, and potential suppliers.
- Track and record suppliers' performance based on in-country agreed indicators (quality, effectiveness, efficiency, payment terms, flexibility, etc.). Document under-performance suppliers and report them to Procurement Committee during a bidding evaluation process.
- Provide advice and support to the program team for any matter related to procurement (raising PR, information regarding specification, sample analysis, procurement strategy, etc.) and general logistics functions.
- Prepare procurement documents (RFQs, RFPs, etc.) for NCA procurements in Syria. This can also include archiving documents as per requirements (in Microsoft Teams, etc.) and preparing complete procurement documents for finance to process payment.
- Manage complex procurements and establish long-term framework agreements for main supplies and services and renew them accordingly.
- Establish and maintain good contacts with suppliers, partners, government offices, UN agencies, and other NGOs with regard to logistical matters.
- Participate in the partner procurement committee meetings and bid openings when necessary to ensure that NCA partners are following relevant procurement regulations.
- Cooperate and coordinate with procurement and logistics colleagues, program staff, and finance staff to work towards smooth and accountable planning and execution of procurements, logistics, and payment.
- When necessary, provide training, assistance, or other kinds of support to partner staff on logistics and procurement issues.
- Participate in partner assessments, kick-off grant workshops, and reviews and monitoring of partners' routines & guidelines, systems, plans, and documentation.
- Ensure the proper and up-to-date logistics and procurement documentation by reviewing records and reporting systems on procurements, warehouse management, commodity tracking systems, transportation, and asset inventory for NCA Syria.
- Ensure various approvals, exemptions, clearances, and permits required for imported items and goods are obtained in a timely manner.
- Support Senior Procurement & Logistics Officer in fleet management, fuel tracking, and when necessary, in the fuel refilling process.
- Ensure a proper asset management system is in place by verifying that all the assets & equipment are tagged and registered upon arrival, keeping up to date on the asset/ equipment register. Conduct the physical counting and ensure all lost, damaged, sold, stolen (or other) items are properly recorded with

approved documentation, and any necessary, supplement documentation is completed. In case of asset donation, provide support to the Logistics and Procurement Manager for collecting the required information, preparing the documentation, and managing the communication with the relevant departments. Provide support to the Logistics and Procurement Manager in the asset report to the donor.

- In the case of warehousing, ensure that the Good Warehouse and Stock Practices are followed as indicated in Operations Manual and support in the annual physical counting.
- Be ready to support the Senior Procurement and Logistics Officer and attend various Procurement and Logistics coordination mechanisms and meetings, internal and external when the Procurement and Logistics Manager is not available.
- In cooperation with procurement and logistics colleagues support the improvements of the logistics and procurement system and tools.