











# abd alsalam Hamdi

Data entry and report preparation

## Personal Information

	Age	29 Years
	Gender	Male
	Nationality	Syrian
	Experiences	10 years
	Military Service	Exempt

## Contact Information

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 Aleppo , Aleppo



## Education

2013 2020 Bachelor Degree in Faculty of Economics  
Grade 68  
Aleppo University




2011 2012 Diploma in Medical technical  
Grade 78  
Institute anesthesia and resuscitation  
Aleppo University

## Courses

01 - 2023 dynamics 365  
Syrian Society for Scientific Research

12 - 2022 Cholera response  
Syrian Arab Red Crescent

# Skills

- Advanced Excel 
- Albyan Accounting Program 
- Health information system 
- Printing 
- ICDL 

# Languages

- Arabic 
- English 
- French 

09 - 2022

## Disability Awareness and Integration

Syrian Arab Red Crescent

08 - 2022

## BSAFE

unicef agoora

07 - 2022

## financial management for construction companies

Al mutawasset For Contracting

05 - 2022

## Investing in the stock exchange

Union of Charities

03 - 2022

## Information Security System ISO 27001

Syrian Center for Quality Experts

01 - 2022

## Quality Management System ISO 9001

Syrian Center for Quality Experts

05 - 2021

## International Humanitarian Law

Syrian Arab Red Crescent

03 - 2021

## Disaster management

Syrian Arab Red Crescent

09 - 2020

## Communication Skills

Youth Empowerment Center

03 - 2020 **Fundamentals of Banking**

Youth Center

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05 - 2018 **Cardiopulmonary resuscitation (CPR)**

Syrian Recovery Council

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07 - 2017 **The Basic Life Support (bls)**

Syrian Recovery Council

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## Work Experience

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11 - 2020 **Data entry and report preparation at Syrian Arab Red Crescent**  
Until now

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patients data entry on Microsoft Office and on the cercsent's designated platform. preparing daily, monthly, semi-annual and annual reports, preparing reports of motor aids distributed to beneficiaries Sending reports to Syrian cercsent HQ. Making and maintaining a data base of patient files and reports

03 - 2017 **operating room/intensive care unit**  
Until now

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Preparing the patient before and after surgery in terms of vital signs, giving anesthetic drugs, coordinating with the specialist doctor, the rest of the surgical departments, and performing cardiopulmonary resuscitation

06 - 2020 **Private Teacher**  
02 - 2023 **at Faculty of Economics**

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04 - 2021 01 - 2023	intensive care unit at alsalam hospital
06 - 2021 12 - 2021	intensive care unit at Al , Dabeet Hospital
08 - 2020 04 - 2021	intensive Care Unit at Al, Shehaba Specialist Hospital
08 - 2020 11 - 2020	Covide intensive care unit at Martini Hospital
05 - 2015 01 - 2020	Accountant/intensive care unit at Prince's Hospital
02 - 2013 08 - 2019	intensive care unit at Al-Furqan Hospital
02 - 2014 08 - 2016	Operating room at Aleppo Al , Ahli Hospital
05 - 2016 07 - 2016	volunteer at WHO  Field supervision of volunteers in mobile teams
01 - 2016 04 - 2016	operating room at Al-Bassel Center for Heart Surgery
08 - 2015 01 - 2016	intensive care unit at University Heart Surgery Hospital
08 - 2014 01 - 2015	operating room at University Heart Surgery Hospital

Generate by



09 - 2013    **operating room**  
01 - 2014    **at Aleppo University Hospital**

01 - 2013    **operating room**  
01 - 2014    **at Children's Specialist Hospital**