**Personal Data:**

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| **Name** | : Hasan Soueid |  |
| **Place and Birth Date** | : Damascus-Syria, Sep-8-1991 |
| **Telephone**  | : +963994481666 |  |
| **Address** | : Damascus-Syria  |
| **Email** | : hasanayadsoueid@gmail.com |
| **Personal Nationality****Military Service** | : Syrian.: **Done** |

**OBJECTIVES:**

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| *I would particularly welcome the chance to work with your team and to be part of the company project where I can apply my competencies, experience and my own knowledge, where I can be useful and helpful to the company for growth.*  |

**WORK EXPERIENCE:**

**UNDP Syria :**

**UN HUB Operations Coordinator Dez HUB ( December 2023 – Present ):**

* Full compliance of operations with UN/UNDP rules, regulations and policies, implementation of corporate operational strategies;
* Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system;
* Assists the accounting, administrative and logistical support functions in the HUBs to achieve the UN objectives;
* Ensures efficient and effective Invoicing and the use of correct budget line (Chart of Accounts-COA) CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in the HUBs under the supervision of the Common Services Coordinator and the Operations Manager;
* Provide Support in coordination with UNDSS and Emergency Telecommunications Cluster (ETC), implement/ improve the common security telecommunication system in the Hub
* Develop quarterly work plans with related budgets that respond to the needs of the different Agencies present and working from the Hub, and submit them for approval to the Hub operations working group and to the OMT;
* Once approved, implement work plan activities within approved budgetary limits, producing monthly implementation reports (substantive and financial);
* Maintain proper control over various financial and administrative records;
* Under the approved quarterly work plan, manage and implement the full range of common services for the benefit of all UN Agencies in the Hub;
* Ensure that UN rules and regulations pertaining to efficiency, transparency, competition, and value-for-money are used when procuring any goods and/or services;
* Ensure full certification of goods and services completed under the UN Hub operational work plan and ensure payment through the UNDP office (the financial manager of the UN Hub cost-shared budgets);
* Monitor and verify all work performed by all contractors within the Hub;
* Coordinate a working group of Agency operations managers where activities towards UN common services in a particular Hub will be identified, prioritized, planned, costed, and monitored;
* Liaise with the UN Department of Safety and Security (UNDSS) as appropriate, in particular when arranging transportation and pursuing the minimum operating security standards (MOSS) compliance in the Hub;
* In coordination with UNDSS and Emergency Telecommunications Cluster (ETC), implement/ improve the common security telecommunication system in the Hub;
* Communicate with the governorate authority on operational and administrative matters;

Provide support for the preparation of relevant Memorandum of Understandings for common premises and common services, as needed.

**Syrian Trust for Development, Damascus-Syria :**

**Community Center Manager ( April 2022 – December 2023 ) :**

* Create a complete picture of the community center area and keep abreast of all changes in the surrounding environment to contribute to the development of appropriate plans for the community center work
* Coordinating between actors within the community center sector, building partnerships and coordinating between them and Syria Trust.
* Planning community center activities and setting annual budgets
* Preparing the center’s annual budget within the planning period and following it up throughout the year
* Managing assets and following them up on the assets system, and following up on their movement based on the institution’s policies and procedures
* Investing in the opportunities available in the region to implement the community center plans at the lowest cost and the largest community participation.
* Ensure the conduct of joint activities with the Secretariat's programs according to the approved protocol
* Tracking the approved budget and ensuring its progress in parallel with the community center operational plan.
* Preparing financial reports that reflect the conformity of the financial plan with the operational plan throughout the year and sending them to the administrative department

**Syrian Trust for Development, Damascus-Syria :**

**Economic Enterprises Supervisor ( November 2021 – April 2022 ) :**

* Preparing the necessary studies to develop the department's operational plans, such as the market study, and constantly updating it.
* Developing a proposal for the annual plan for the department based on the market study and working on its approval with the community center manager.
* Developing the annual plan in terms of operational and financial aspects and monitoring the budget during the year and its deviations
* Receiving financial advances, carrying out the department’s procurement process, following up the department’s logistical matters on a regular basis, and managing assets in accordance with the institution’s policy and procedure
* Determine the material, human and logistical resources required to implement the action plan.
* Preparing purchase orders in line with the time plans for activities and receiving orders from the Purchasing Department.
* Research and networking with economic actors within the community center access areas with the aim of creating opportunities to develop the department's work and coordinate between them .
* Preparing a financial report on a monthly basis about expenses and managing them during the month, and preparing a final financial report at the end of the year that reflects all the department’s expenses and sending it to the center director.

Monastery of St James with UNFPA :

External Activities Team Leader ( 2016 – 2019)

* Studying the region's needs and submitting a report on them.
* Arranging meetings, starting with time, place, and coordination of inviting attendees
* Take notes about meetings, coordinate them into meeting minutes, and share them with attendance and concerned parties.
* Attracting new volunteers and distributing tasks to them in line with the objectives of the monastery in the community
* Following up on volunteers’ affairs and training them on policies and rules in the monastery
* Coordinating with governmental and non-governmental agencies within the region and networking to carry out community activities in line with the monastery’s annual plan.

**Syrian Arab Red Crescent / Humanitarian Support Project:**

**Vocational Training Coordinator and Grants / Qara Centre : (Sep 17/2016-june 15/2017)**

* Preparing the necessary studies to develop the department's operational plans, such as the market study, and constantly updating it.
* Preparing the annual plan and reflecting the financial plan on Office programs in accordance with the budget proposed by the organization
* Developing a proposal for the annual plan for the department based on the market study and working on its approval with the community center manager.
* Monitoring the annual budget and periodically matching it with the annual plan, providing the organization’s supervisor with periodic reports, and submitting a financial report at the end of the year.
* Receiving financial advances, carrying out the department’s procurement process, following up the department’s logistical matters on a regular basis, and managing assets in accordance with the institution’s policy and procedure
* Preparing a financial report on a monthly basis about expenses and managing them during the month, and preparing a final financial report at the end of the year that reflects all the department’s expenses and sending it to the center director.

**Modern Filling Company, Damascus- SYRIA:**

**Marketing Officer (May 2011 - November 2015)**

* Develop comprehensive plans for marketing and sales "promotional campaigns, supervision, advertising, etc." and achieve their goals and supervise and follow up on their implementation.
* Supervision and follow-up of delegates' performance through the company's systems or other methods to ensure that monthly and quarterly sales expectations are met.
* Generate leads and make calls to potential clients Meet clients/clients face to face or over the phone.
* Understanding the needs of your customers and being able to respond effectively through a plan of how to meet these needs. Good understanding of the company's services and advising on them.
* Meet the customers in and outside the company to give advice and explain about the company services.
* Customer’s relations and managing sales activities.
* Study and set the prices. Implement all the sales initiative and promotions.

**EDUCATION:**

* Graduated from Arab International University (AIU), Damascus-Syria

 BBA Bachelor in Business Administration ( 2016 )

**LANGUAGES:**

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| --- | --- | --- | --- |
|  | **Read** | **Written** | **Spoken** |
| **Arabic ( native ) :** | **Fluent** | **Fluent** | **Fluent** |
| **English :** | **Fluent** | **Fluent** | **Fluent** |

**SKILLS**

* Ability to work under pressure and within tight deadlines
* Ability to adapt to changing work priorities
* Ability to function within teams
* Excellent communication skills
* Excellent internetworking capabilities.
* Fast typing on the keyboard in Arabic and English.
* Presentation skills.
* Ability to have new knowledge .

**All Certificates, Letters and references will be under your request.**