

Paulus Kassis

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Targeted Job Objectives: I started establishing my own business in 2015, and I now feel that I have done my duty perfectly in terms of creating, setting the strategic frameworks and general policies, as well as preparing the work team.

I think, must put my trust in this wonderful team and move away continue my professional career and transfer the experience, knowledge, and skills to other institutions, perhaps need it.

Targeted Job Type: Full time - Project Based - Free Lancer

Targeted Job Category: Warehousing/Supply - Education/Training - Operations - Administrative - R&D | Projects

Desired Work Location: Homs - Aleppo - Damascus

Availability to join a job: Within 1 month

Desired Net Salary: Confidential

Experiences

Company Name: Al Tatweer Environment Foundation

Start Date: 2017-07-25

End Date: Still Working

Job Title: Chairman of the Board of Trustees

Field of Work: Administrative

Job Type: Voluntary

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

- Founder
- Presidency of the Board of Trustees
- Establishing and developing the strategic framework.
- Approval of strategic plans.
- Supervising the work of the executive management and its departments.
- Representing the organization.
- Delegate tasks and responsibilities to whomever he deems appropriate.

Company Description:

A private, non-profit organization registered by Resolution 1699 dated 07/25/2017, whose activities cover all the territories of the Syrian Arab Republic. Its goal is to spread environmental awareness and environmental and development culture by preparing scientific research and studies, supervising and implementing environmental and development projects in all their fields to achieve the organizations goals.

Benefits:

Its objectives:

- 1- Spreading environmental awareness of the importance of preserving the environment and its components, reducing its pollution, rationalizing the use of its resources in a safe and sustainable manner, and addressing the problems and risks that may be exposed to it through:
 - Implementing programs to protect biodiversity and protect wildlife.
 - Implementing programs to reduce desertification, enhance vegetation cover and green spaces, and protect and care for gardens.
 - Implementing programs to enhance the concept of food security and healthy food.
 - Implementing programs for the use of sustainable, alternative and renewable energy.
- 2- Consolidating the concept of social responsibility by providing contributions to implement developmental, environmental and empowerment programs and projects, to support and empower needy groups and create job opportunities.
- 3- Providing support for the implementation of programs and projects aimed at achieving development and stability within communities.

Company Name: Al Tatweer Training Company

Start Date: 2017-04-09

End Date: Still Working

Job Title: Chairman of Board of Directors

Field of Work: Administrative

Job Type: Part Time

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

- Main founder
- Presidency of the Board of Directors.
- Developing general strategies.
- Supervising strategic plans and programs.
- Supervising the work of executive directors in various centers (Homs city - Qatynah - Mzayneh).
- Supervising the implementation of programs outside the company's centers.

Company Description:

Al Tatweer Company for Training and Scientific Development works in the field of vocational training and its primary expertise is in the field of business management and human development.

Benefits:

- Providing distinctive, qualitative training courses
- Contributing to meeting the necessary developmental needs in Syria through its centers (Homs city - Qatynah - Mzayneh).

Company Name: Linguaphone Institute / Homs Branch

Start Date: 2015-09-01

End Date: Still Working

Job Title: Exclusive agent - Head of the center

Field of Work: Administrative

Job Type: Part Time

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

- Representing the Homs Center with the Syrian agent.
- Supervising the implementation of the parent company policies.
- Develop appropriate plans and strategies for the center in Homs and supervise the work of administrative and technical directors in implementing plans and policies.

Company Description:

A British institute since 1901 that follows the standards of CEFR (Common European Framework of Reference for Languages), and awards international degrees Certificates in

languages from London.

Linguaphone has 123 years of experience in languages teaching.

It has several branches around the world and the Middle East, and many sub-agents in Syria.

Benefits:

The Institute offers the participant the possibility of obtaining an international certificate of expertise in languages issued by London, provided that he passes the Institute tests and final exams.

It is based on the self-learning methodology: Listen, Understand, Speak.

Company Name: Al Tatweer Training Company

Start Date: 2017-04-09

End Date: Still Working

Job Title: Trainer

Field of Work: Education/Training

Job Type: Free Lancer

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

- 1- Identify the gap, target group, training objectives, and develop a training plan.
- 2- Organizing and scheduling the training course.
- 3- Implementing training, exercises, tests and evaluations.
- 4- Preparing and providing feedback, statements and recommendations.

Company Description:

Al Tatweer Company for Training and Scientific Development works in the field of vocational training and its primary expertise is in the field of business management and human development.

Benefits:

- Providing distinctive, qualitative training courses
- Contributing to meeting the necessary developmental needs in Syria through its centers (Homs city - Qatynah - Mzayneh).

Company Name: Al Tatweer Training Company

Start Date: 2017-04-09

End Date: Still Working

Job Title: Business Development Consultant

Field of Work: R&D | Projects

Job Type: Free Lancer

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

- Comprehensive survey and context analysis, as well as identifying gaps and desired goals.
- Definition and scheduling of the work plan.
- Implementing the work plan, training the work team and involving them in its implementation.
- Providing development, feedback, lessons learned and suggestions reports.

Company Description

Al Tatweer Company for Training and Scientific Development works in the field of vocational training and its primary expertise is in the field of business management and human development.

Benefits:

Providing distinctive, qualitative training courses

- Contributing to meeting the necessary developmental needs in Syria through its centers (Homs city - Qatynah - Mzayneh).

Company Name: Jesuit Refugee Services

Start Date: 2013-11-01

End Date: 2015-08-31

Job Title: Operations Manager

Field of Work: Operations

Job Type: Full time

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

Planning, organizing, following up and evaluating the Authority programs and projects within Homs Governorate and supervising the smooth running of these programs and projects, including warehouses, purchases, supplies, distributions and operational assets, and leading a work team consisting of /40/ people.

Company Description:

The Jesuit Refugee Services is a Church based organization that operates in various countries of the world and has been operating in Syria since 2003.

Benefits:

The Jesuit Refugee Services cares for displaced persons and refugees and offers a range of programs Educational, health, relief and empowerment, in addition to programs for people with disabilities and special needs.

Company Name: HESCO Engineering & Construction Co.

Start Date: 2011-04-01

End Date: 2013-10-28

Job Title: Logistics manager

Field of Work: Procurement/Logistics/Delivery

Job Type: Project Based

Work Place: Syria / Rakka

Net Salary: Confidential

Responsibilities:

Planning, organizing, following up, evaluating and supervising the provision of work and occupational safety requirements, accommodation, food and entertainment for all experts, administrators and workers in the project.

Leading a logistics team of 300 people in the North Central Gas Station (Tuinan) construction and operation project.

Company Description:

Hesco Engineering & Construction is an engineering and construction company founded in Damascus in 1990.

The company has implemented many important projects in Syria, as well as other countries in the Middle East and North Africa, including Jordan, Lebanon, the United Arab Emirates, Sudan and Algeria. The company has offices in Britain and Syria.

Benefits:

The projects implemented by the company include the installation of a 160-km pipeline in Jordan, EPC gas stations in the Palmyra area for the Syrian Petroleum Company, and components of the Arab Gas Pipeline (AGP) in Syria.

Company Name: HESCO Engineering & Construction Co.

Start Date: 2010-10-01

End Date: 2011-03-31

Job Title: Logistics manager

Field of Work: Procurement/Logistics/Delivery

Job Type: Project Based

Work Place: Jordan

Net Salary: Confidential

Responsibilities:

Planning, organizing, following up, evaluating and supervising the provision of work and occupational safety requirements, accommodation, food and entertainment for all experts, administrators and workers in the project.

Leading a logistical work team consisting of 200 people in the Al-Disa water supply project for Amman (Ma'an - Jordan).

Company Description:

Hesco Engineering & Construction is an engineering and construction company founded in Damascus in 1990 by the Haswani family. The company has implemented many important projects in Syria, as well as other countries in the Middle East and North Africa, including Jordan, Lebanon, the United Arab Emirates, Sudan and Algeria. The company has offices in Britain and Syria.

Benefits:

The projects implemented by the company include the installation of a 160-km pipeline in Jordan, EPC gas stations in the Palmyra area for the Syrian Petroleum Company, and components of the Arab Gas Pipeline (AGP) in Syria.

Company Name: ALPHA Aleppo Pharmaceutical Industries LLC

Start Date: 2008-04-01

End Date: 2010-09-30

Job Title: Salesperson

Field of Work: Marketing

Job Type: Full time

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

Visit pharmacies within the specified sector (city and countryside) Contribute to studying the market, promoting medicines and offers, increasing sales, collecting orders, calculating their values, and deciding offers in addition to supervising their delivery and collecting their price by the support team (delivery and collection).

Company Description:

Since its establishment in 1990, Alpha Pharmaceutical Industries has been the first Syrian company to manufacture and distribute high-quality pharmaceutical preparations, in accordance with the requirements of good manufacturing practices.

Benefits:

Producing regular and specific medicines, having some international licenses, marketing them in Syria and exporting them abroad.

Company Name: Sabbagh EST - Homs Branch

Start Date: 2006-04-01

End Date: 2008-03-31

Job Title: Warehouses Director

Field of Work: Warehousing/Supply

Job Type: Full time

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

Planning, organizing, following up, evaluating and supervising the work of warehouse secretaries and warehouses accountants and sub-warehouses for sales, marketing and promotion representatives.

Company Description:

Sabbagh and Shami Company is a leading company producing cosmetics and detergents in Syria since 1950, and distributing cosmetics, detergents, tissues, and food.

Benefits:

Manufacture and trade of cosmetics, detergents, and sterilizers, and trading products of international agencies (wipes, foodstuffs, cosmetics, medical and pharmaceutical materials and equipment).

Company Name: Tico Tico Restaurants

Start Date: 2002-10-01

End Date: 2006-03-31

Job Title: Administrative and financial supervisor

Field of Work: Administrative

Job Type: Part Time

Work Place: Syria / Homs

Net Salary: Confidential

Responsibilities:

Administrative and financial supervision of the work of all administrative and technical employees and workers in the Tico Tico restaurant chain in the Homs and Damascus Rural governorates.

Company Description:

Tico Tico fast food restaurant chain was founded in 1998 and opened five branches in the governorates of Homs and the Damascus countryside, and it was closed in 2008.

Benefits:

Providing fast food, pastries and juices.

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Education

Degree Name: Integrated Management of Natural Resources

Graduation Year: 2025

Educational Institution: Syrian Virtual University | SVU

Degree: Master

Location: Homs

Major: Management - Environment

Description:

The program aims to achieve the following:

- Supporting national development through the training of specialized natural resource management staff in terms of preserving and rehabilitating natural resource systems by developing the concepts related to interrelationships between references education terrestrial, water, coastal, economic, social, cultural and legal systems, and their integration with the factors that help in maintaining natural resources and their good management.
- Developing the research environment and teaching methods in different areas of science supporting the principle of integrated resource management Capacity building in terms of specifying natural resources and their environmental, economic and social importance, in addition to defining the foundations for sustainable investment.
- Capacity building in terms of setting priorities in the management to be applied to all available resources at the local, regional and national levels.
- Developing skills related to the use of information and data resulting from scientific research as well as monitoring and control programs, and employing the output to develop visions, policies, strategies and plans for the optimal management of natural resources in order to achieve the development of the life of the population and raise their level of well-being at the local, regional and national levels.
- Capacity building in terms of setting strategic goals and short, medium and long-term planning for the optimal investment of natural resources at the local, regional and national levels.
- Providing an environment for interaction and a networking platform among the sectors of academy, reduction, service and community to meet the requirements of regional and global competition.
- Enhancing the role and securing the needs of the knowledge society.
- Enhancing the role of society in maintaining natural resources and participating in the optimal management of these resources in line with their integrated management.
- Achieving the highest level of interaction between the university and the society, with its economic and social institutions, in order to link the university with society.
- Keeping up-to-date with the scientific development related to natural resource management in a manner that achieves sustainable development.

Degree Name: Bachelor of Science in Economics

Graduation Year: 2023

Educational Institution: Syrian Virtual University | SVU

Degree: Bachelor/ License Degree

Rate: 73.64

Location: Homs

Major: Business Management

Description:

1- Acquiring knowledge and understanding:

- Learn about the basics of management science, which include theories, principles, and schools of thought, and understand how to apply them in practical life.
- Recognizing the structure of the organization, its forms, economic activities, and technical nature, and the ability to innovate appropriate organizational structures according to the organization goals and changing circumstances.
- Identify the various resources in organizations and understand how to invest, develop and preserve them.
- Learn about information systems and their importance in organizations and understand how to use their applications according to the field of specialization.
- Identify other social sciences related to management sciences and understand their application in the field of work.
- Learn about the fields of public administration, business administration and the relationships between them.
- Understanding the components of the organizations culture and identifying the possibility of applying and investing in them in the field of work.
- Learn about the organization policies and strategic management and their applications in the organizations areas of work.

2-Mental skills:

- The ability to understand the foundations of work organization, change management, crisis management and how to build the organizations culture.
- The ability to understand the foundations of organizing companies and establishing projects.
- The ability to analyze emerging public issues related to sustainable development, globalization, diversity, etc.
- The ability to analyze and practice critical and innovative thinking.

3- Professional and practical skills:

- The ability to set plans and goals for the organization and invest human and material resources effectively.
- The ability to organize individual work and within the framework of organizational units.
- The ability to effectively use information technology in business applications.
- The ability to deal with work pressures, conflicts, administrative problems and organizational crises.

- The ability to manage projects and prepare feasibility studies.
- The ability to work in a diverse cultural structure in a positive and effective manner.
- 4- General and transferable skills:
 - The ability to self-management, individual initiative and personal motivation.
 - The ability to master the process of organizing individual work and within the framework of organizational units.
 - The ability to manage time effectively.
 - The ability to effectively use communications and information technology in business applications.
 - The ability to communicate, influence, communicate ideas and results, and present them using appropriate means.
- The ability to prepare business reports, presentation and presentation.
- The ability to work effectively within a team.
- The ability to interact positively with others with different personality types and in different fields of work, and to respect the privacy of others in life and work.
- Possessing self-awareness, cultural openness, acceptance of others, and adaptation to others.
- Acquiring positive values in practical practice, such as honesty, integrity, credibility in work, justice, and equality.

Degree Name: HND Level 5 in Business Management

Graduation Year: 2019

Educational Institution: Milton Keynes New City College

Degree: HND High National Diploma

Location: Damascus

Major: Business Management

Description:

This industry-focused Higher National Diploma (HND) equips for a successful management career by providing a solid understanding of essential business management principles and practices.

Through case studies, engaging projects and group work, you will encounter the real-world business situations faced by today's managers.

The HND in Business (Management) pathway covers the main functions of management, including facilitating and managing change and providing a vision for the future of the organization.

It focusses on topics such as managing financial and physical resources; technology; managing information and providing products and services; building relationships and partnerships; managing people; leading business operations; and meeting customer needs.

This HND in Business (Management) course is ideal for those who would like to gain the first two years of a Business Management Degree, and then move onto a 1-year top-up at University to gain a full undergraduate degree.

The HND course is also ideal for managers who require a sound understanding of essential

business and management activities and or a qualification that is highly respected by employers in all sectors, or managers who need a degree level business qualification.

Degree Name: Eligibility for Preparatory Education

Graduation Year: 2002

Educational Institution: Teacher Preparation Institute

Degree: Intermediate Institute

Rate: 70.4

Location: Homs

Major: Music

Description:

An intermediate institute affiliated with the Ministry of Education, which prepares holders of a baccalaureate degree to become teachers in specific specializations.

At the institute, the student learns specialized subjects (music, mathematics, science...) in addition to educational subjects such as teaching methods and teaching curricula. The student also learns basic subjects such as language and applications.

Skills

Skill Name: Responsibility

Level: Advanced

Years of Experience: 20 - Still using

Description:

Taking full responsibility for work, as well as for mistakes, is one of the foundations of my success in my professional career, as my employers did not have to check on me and make sure that I completed my tasks perfectly.

Skill Name: Computer Skills

Level: Advanced

Years of Experience: 24 - Still using

Description:

I owned my first laptop in 2000 and since then I have been developing my computer skills and taking many classroom and online courses in this field.

Skill Name: Creativity and Problem Solving

Level: Advanced

Years of Experience: 20 - Still using

Description:

The ability to think outside the box, come up with creative solutions, and the ability to look at things in a different way than what others see. Whatever the nature of the work, we will face some problems at one time or another, and that is why one must be able to solve these problems creatively and deal with them intelligently.

Skill Name: Data Analysis

Level: Intermediate

Years of Experience: 10 - Still using

Description:

Big data science is considered one of the popular fields nowadays, analyzing various metrics and extrapolating their practical use.

Skill Name: Critical Thinking

Level: Advanced

Years of Experience: 20 - Still using

Description:

The ability to think rationally and thoughtfully, think about a problem or project and determine the best steps needed to complete it, not only that, critical thinkers have the ability to come up with new methods for carrying out routine tasks.

Skill Name: Teamwork and Details Attention**Level:** Advanced**Years of Experience:** 20 - Still using**Description:**

Different jobs require you to work from time to time with a group of colleagues in one team, and you must adapt to the teamwork environment and achieve the desired results. You also need to make sure you follow all instructions to successfully complete the task you have been assigned, this is especially important when working with others, so accuracy and attention to detail are important.

Skill Name: Administrative and Leadership**Level:** Advanced**Years of Experience:** 20 - Still using**Description:**

Ability to organize tasks and ensure timely completion. - Organization and planning. - Scheduling and archiving. - Preparing and issuing reports. Even if the job is not administrative in nature, management skills are likely to be part of the job role, along with leadership duties stemming from experience, skills, and the ability to coach, influence, and lead others.

Languages**Mother Tongue:** Arabic**Foreign Languages:****Language:** English - **Reading:** Excellent - **Speaking:** Good - **Writing:** Excellent

Attended Courses

Course Name: Circular Economy

End Date: 2024

Institute: UNSSC United Nations System Staff College

Certified: Yes

Location: Germany

Course Field: Sustainable Development

Description:

This engaging six-week online course focuses on harnessing circular economy principles and systems-based approaches to explore ways in which we can redesign our systems, products and services to allow us to achieve sustainable living for all, within planetary limits.

Course Name: Integral Ecology

End Date: 2024

Institute: Roman Pontifical Universities and Athenaeum

Certified: Yes

Location: Italy

Course Field: The unprecedented challenges facing the planet and people.

Description:

The Course in Integral Ecology consists of six modules, to be held January to June 2024 along with an international on-line conference on Laudate Deum.

Objectives:

- 1) To promote and spread the message of both Laudato and Laudate Deum and to initiate a sort of cultural evolution, creating ecological awareness among people.
- 2) To educate and encourage people to take some personal as well as common initiatives to care for Our Common Home.

Course Name: Certified Trainer

End Date: 2021

Institute: ISBM International School of Business & Management

Certified: Yes

Location: Damascus

Course Field: Training

Description:

Mastering training tools, enhancing skills, and developing capabilities in the field of training and preparing training programs.

Course Name: Strategic Planning Training Workshop

End Date: 2021

Institute: Venture

Certified: Yes

Location: Damascus

Course Field: Strategic Planning

Description:

Within the CDP Capacity Development Programme, implemented by the UNDP United Nations Development Program, and Venture International Business Consulting & Training, to support and develop the capabilities of civil society organizations.

Course Name: Leadership and NGOs Management

End Date: 2021

Institute: Venture

Certified: Yes

Location: Damascus

Course Field: Leadership Management

Description:

Within the CEP Civic Empowerment Programme, implemented by the UNDP United Nations Development Program, and Venture International Business Consulting & Training, to support and develop the capabilities of civil society organizations.

Course Name: PMP Project Management Professional

End Date: 2020

Institute: ATTC Al Tatweer Training Company

Certified: Yes

Location: Homs

Course Field: Project Management

Description:

A training course in the Professional Project Management Curriculum, seventh edition (Agile), issued by PMI Project Management Institute.

Course Name: Master Trainer

End Date: 2019

Institute: ISBM International School of Business & Management

Certified: Yes

Location: Damascus

Course Field: Training Management

Description:

The training program includes a set of outputs that will enable the trainer to advance the training process and move from the training stage to the training management and development stage:

- Management of training program - The key to successful methodology.
- Course Development - Designing attractive training product.
- Course Delivery - selling ideas attractively.
- Course Evaluation - Spread awareness & Added Value.

Course Name: Non-governmental organizations management in crisis

End Date: 2018

Institute: Funzi

Certified: Yes

Location: Homs

Course Field: NGOs Management

Description:

An online Course's Content in co-operation with UNDP Syria.

Course Name: Participatory Training A + B

End Date: 2018

Institute: ATTC Al Tatweer Training Company

Certified: Yes

Location: Homs

Course Field: Training

Description:

Principles of participatory training, which include a set of methods and applications at two levels:

A- Participatory training is a tool for meaningful learning and practical practice for adults.

B- Participatory training is a tool for continuous and sustainable learning and practical practice.

Course Name: PMP Project Management Professional

End Date: 2018

Institute: Harvest Training Center

Certified: Yes

Location: Damascus

Course Field: Project Management

Description:

A training course in the Professional Project Management Module, (sixth edition), issued by PMI Project Management Institute.

Course Name: Certified Trainer

End Date: 2018

Institute: ITOL Institute of Training & Occupational Learning

Certified: Yes

Location: Damascus

Course Field: Training

Description:

Empowering the trainer and making him proficient in his tools and professional classroom and virtual training tools.