

RABIE ABOU ASSALEH

EDUCATION

Technical Institute for Business Administration
April 2021-Present

Technical Institute of Electricity and Mechanics
September 2011 – April 2012

Umayya High School
September 2007 – June 2011

WORK EXPERIENCE

Syrian Arab Red Crescent (SARC)
Damascus-Syria
Qualifying and Training Coordinator
June 2019–Present

- Assess training needs for new and existing employees
- Identify internal and external training programs to address competency gaps
- Partner with internal stakeholders regarding employee training needs
- Organize, develop or source training programs to meet specific training needs
- Liaise with subject matter experts regarding instructional design
- Develop training aids such as manuals and handbooks
- Inform employees about training options
- Map out training plans for individual employees
- Present training programs using recognized training techniques and tools



Training Coordinator

Damascus, Syria

Mobile +963 98 1343432
rabie.abou.assaleh@gmail.com

PERSONAL INFORMATION

Nationality
Syrian

Marital Status
Single

Date of Birth
1st August 1992

Languages
English-Arabic

Military Status
Exempt from Service

TRAINING COURSES

Principles of Psychosocial Support (2012)

Project Preparation (2012)

Relief Team Workshop (2013)

Advanced First Aid Trainers (2013)

Warehouse Management (2013)

Evacuation Training (2013)

Marine Rescue (2014)

Human Development (2014)

Training for Trainers (2015)

Relief Management Training Workshop (2017)

Training for Trainers of Sphere Program (2018)

SOFTWARES

Microsoft Word, Excel, Project, Outlook, PowerPoint

Google Applications

Syrian Arab Red Crescent (SARC) Damascus First Aid Responder

Jan 2013-June 2018

- Respond to all emergency cases
- Participation in the process of transferring cases from hospitals and homes
- Responding to all disasters that result in casualties in various Syrian regions
- Response to various cases infected with corona virus
- Follow up on the work of paramedics on duty
- Training paramedics during their shifts to respond to various cases
- Training paramedics to work as one team at all times
- Training volunteers wishing to join the first aid teams on the approved first aid curriculum

Syrian Arab Red Crescent (SARC) Warehouse Logistics

January 2013-June 2018

- Follow up on reports and inventory of warehouses located in all rural areas on a daily basis
- Develop plans to move materials from different warehouses to all departments and partners
- Coordination with all donors to meet all needs as well as covering all the needs of any business
- Purchasing all the necessary needs related to the divisions and branches of SARC
- Monitoring the movement, maintenance and tasks of all the equipment
- Coordination of drivers' tasks and schedules
- Providing support to all employees with regard to equipment and logistical needs