

# Karol Nicola Morcos



**Date of Birth** June 14<sup>st</sup>, 1994

**Marital Status** Single

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**Nationality** Syrian

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## PERSONAL PROFILE

Through my studies and work experience, I have developed excellent communication skills, both orally and in writing as well exceptional organizational skills. I know how to convey information in a clear, concise and logical manner and in addition analyse that information. I am now looking to further develop my skills and work experience to build a successful and satisfactory career for myself.

## PROFESSIONAL EXPERIENCE

### Data Entry

**Osrat A lekhaa**

**Association**

**01/2021 – Present**

**Latakia, Syria**

- Organize archival records and develop classification systems to facilitate access to archival materials.
- Provide reference services and assistance for users needing archival materials.
- Prepare archival records, such as document descriptions, to allow easy access to information.
- Archive all logistics and financial documents according to admin/Logistics departments rules and procedures, electronically and in folders.
- Label all boxes with right descriptions.
- Receiving logistics documents from the respective field offices.
- Scan, save, print and/or file all documents as requested.
- Create a list of all missing documents in personnel, Logistics and Finance files.
- Maintain confidentiality of all documents.
- Via the archive's tracker tool, ensure the constant follow-up and the traceability of the archives.
- When required, proceed to internal audits in order to ensure the conformity of the content of the binders.

### Field Assistant

**UNICEF & Osrat A**

**lekhaa**

**Youth &**

**Adolescents**

**Development and**

**Participation Project**

**01/2019 – 12/2020**

**Latakia, Syria**

- Supervised all staff to ensure attendance, quality of work and adherence to code of conduct.
- Planned and implemented psychosocial support activities for youth and adolescents with
- Project Manager and Psychologist.
- Monitored awareness campaigns in coordination with community mobilizers.
- Worked closely with UNICEF social workers and Psychologist to ensure effective internal and external referral of cases in need of specialized protection.
- Created daily and monthly reports to submit to Project Coordinator.

### Marketing

**Assistant**

**Francofolie**

**2018 - 2019**

- Compiling and distributing financial and statistical information such as budget spread sheets.
- Analysing questionnaires.
- Writing reports, company brochures and similar documents.

- Organising and hosting presentations and customer visits.
- Assisting with promotional activities.

- Program Assistant**
- Osrat Alekhaa Association & UNICEF**
- 2015 - 2018**
- Latakia, Syria**
- Provided support and assistance for the UNICEF “Back to School” project for vulnerable and displaced children.
  - Designed educational materials for children and presented fun activities to encourage teamwork.
  - Guided youth in community involvement by visiting homes for the elderly.
  - Managed purchasing with suppliers.

## EDUCATION & TRAINING

- 2019 University of Tishreen / Latakia, Syria:  
Faculty of Arts & Humanities, Department of English Literature
- 2019 Osrat Alekhaa Association / Latakia, Syria:  
Certificate/ Life Skills Facilitator
- 2020 UNICEF / Latakia, Syria:  
Certificate / Prevention of Sexual Exploitation and Abuse (PSEA)
- 2020 Phenix / Latakia, Syria:  
Certificate / Advanced Report & Proposal Writing

## WORKSHOPS ATTENDED

- 2019 - Customer Service - Youth Development and Participation Center / Latakia
- 2019 - Application of Focus Groups – UNICEF / Tartus
- 2018 - Training Techniques for Children – Syrian Commission for Family and Population
- 2018 - Affairs in collaboration with UNICEF / Latakia
- 2018 - Definitions of Violence & Methods of Assistance – UNICEF / Damascus

## LANGUAGE SKILLS

Native Language	Arabic				
Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
French	A1	A1	A1	A1	A1

## ADDITIONAL SKILLS

- Microsoft Office (Word and Excel), internet research and other computer programs
- Excellent marketing, management, organizational and problem-solving skills
- Experienced in coordinating and delivering capacity building training, workshops and seminars
- Able to work well in a fast-paced environment producing positive results
- Ability to multi-task and work alone or within a team setting

