

# Karol Nicola Morcos



**Date of Birth** June 14<sup>th</sup>, 1994  
**Marital Status** Single  
**Phone Number** +963991994137

**Address** Dubai, UAE  
**Nationality** Syrian  
**Email** [Karolmorcos2@gmail.com](mailto:Karolmorcos2@gmail.com)

## 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.

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**Beirut, Lebanon**

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

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**EDUCATION & TRAINING**

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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

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**WORKSHOPS ATTENDED**

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- 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

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**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

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**ADDITIONAL SKILLS**

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- 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
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