**Curriculum Vitae**



Talar Sarkissian

Syrian

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**Personal Information:**

**Name:** Talar Sarkissian

**Father’s name :** Sarkis Sarkissian

**Mother’s name :** Madeline Khija

**Brothers and sisters** : one sister and one brother

**Marital status**: Married

**Birth date :** 29/1/1990

**Birth place :** Syria , Aleppo

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**Education :**

\* Diploma in Tourism , Tourism ministry , Syria, Aleppo ( 2011 ) .

\* Archaeology Department , Aleppo University (2008-2011) .

 \* Bachelorette , Karen Jeppe Armenian college Aleppo (2007).

\* TOEFL , Dar El Nour , Aleppo ( 2006).

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**Experience :**

\* Receptionist assistant at UNHCR,Aleppo(01Feb 2015- present) :

My duties at UNHCR were the following:

Preparing staff attendance records/Monitoring UNOPS leave balance./Preparing UNOPS leave requests/Preparing guards shifts/Monitoring office clearness /Monitor cleaners issues and leaves/ HR issues / training focal point.

I was assigned as admin/finance focal point since August 2015 , my tasks were:

1. Processes entitlements, issues of contracts and maintains various personnel records and files;
2. Assists in the recruitment of GS staff by evaluating candidate applications and conducting preliminary interviews;
3. Assists in surveys on local cost of living, local salaries, housing rental and collecting the information on the above-mentioned; Processing requests for visas, identity cards, driving licences and other personnel-related documents; Prepare travel authorization and assist in the submission of travel claims;
4. Attends meetings on day-to-day admin. matters; administers the movement of local staff members, their attendance, leave plan, overtime, etc. Assists in the preparation of inventory records of non-expendable equipment for submission to Hqs and takes care of stationary order;
5. Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
6. Assists in preparing financial vouchers and monthly accounts;
7. Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data;
8. Assists in preparing admin. budget submission for entire year; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.

Performs other duties as required

\* Secretary at Alkindi insititute ,Aleppo(2014-2015) :

My duties were:

 HR issues / communicate with the teachers / check the vouchers and bills / communicate with children’s parents / teach English & history to all grades from 5th grade till 12th .

\* Teaching history at Alabjadia Institute for tourism , Aleppo ( 2014)

\* Ticketing at Egypt Air – Byblos office , Aleppo ( 2012-2014).

**\*** Ticketing at Atyaf travel and tourism office , Aleppo

( 2011-2012)

\* Tutoring English in summer times ( 2012)

 \* Tourism department at Lufthansa travel agency , Aleppo ( 2010 ) .

 \* Ticketing at KLM travel agency , Aleppo(2009)

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**Personal Skills :**

 \* Communication

 \* Working under pressure

 \* Good customer service

\* Creativity

\* Management

**Computer Skills:**

\* Microsoft Office with all versions

\* Using computer devices ( printer-scanner-camera)

\* Using fax – radio - VHI

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**Languages :**

**Armenian =** Mother tongue

**Arabic =** excellent ( reading – writing – speaking )

**English =** excellent ( reading – writing – speaking )

**French =** beginner ( reading- writing )

**Spanish =** beginner ( reading- writing )

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**UNHCR Trainings:**

* Different needs- equal opportunities
* Enterprise Risk Management
* Statlessness
* Supporting Education
* Writing effectively
* Budget structure
* Induction program
* Prevention of harassment
* Advanced security in the field
* Basic security in the field
* Program Management
* persons of concern
* learning coordinator workshop.
* Child protection
* Sex & gender based violence
* SGBV
* Basic accounting

**Cover Letter:**

Dear Sir/Madam,

It’s my honor to apply for this vacancy as the job requirements are close enough to my career interest and experience.

 I got my experience in management and costumer service since 2011 as I was an employee at Atyaf tourism office and after a year at Egypt Air,so I had the experience to manage all office issues like:

* Monitor office’s income and bills/Prepare staff monthly incomes/Communicate with all Egypt Air offices/Prepare vouchers/ translate all papers from English to Arabic and the opposite.

At the end of 2014 I was an executive secretary at Alkindi Institute, it helped me to get more experience in all office management cases.

I also got my experience at dealing with refugees and IDP’s since 2006 as I got the chance to communicate with Iraqi Armenian refugees who became students at Karen Jeppe Armenian school. And during the current situation in Syria, I was a volunteer at the Armenian charity to help the IDPs and report their situation and needs.

 It’s also an honor to work at UNHCR,Aleppo since February 2015 as a receptionist assistant.

 During this short time I had the experience to do the following tasks:

* Preparing staff attendance records/Monitoring UNOPS leave balance./Preparing UNOPS leave requests/Preparing guards shifts/Monitoring office clearness /Monitor cleaners issues and leaves.

Furthermore, I had the following online courses through Learn & connect:

* Different needs- equal opportunities /Enterprise Risk Management/Statlessness/Supporting Education/Writing effectively/Budget structure/Induction program/Prevention of harassment/Advanced security in the field/Basic security in the field/Program Management/persons of concern/learning coordinator workshop.

My experience grew up as a trainer when I had in June 2015 a training in Damascus about how to be a trainer and I was selected as a training focal point in Aleppo.

In addition to what I’ve mentioned above, I also got a huge experience in all MS programs and translating and internet surfing .

 I have the faith that my experience makes me proper candidate and looking forward to meet you to discuss my qualifications more extensively .

Thank you for your time

 Talar Sarkissian