Yaman M. Kayali

Reliable, creative, confident and organized individual who improves continuously and can adapt flexibly to stress and change. Have initiative especially in humanitarian issues. Nonsmoker and not alcoholic. Exempted of military service.

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| **Personal**  Male  Syrian Citizen  Engaged  Born on June, 21st 1980  Lives temporarily in Mezzeh, Damascus  **Contacts**  +963 11 6245081  +963 999409025 [yamkayali@gmail.com](mailto:yamkayali@gmail.com) [ykayali@iom.int](mailto:ykayali@iom.int)  **Languages**  **Arabic** Native  **English** Fluent  **Turkish** Fluent  **Spanish** Intermediate  **German** Beginner  **Chinese** Beginner  **Training Sessions within IOM**  **UNDSS Basic and Advanced Security in the Field**  **Stress Management**  **Gender Equity**  **Prevention of Sexual Exploitation and Abuse**  **E-learning**  GLOBAL MINDSET/ LatitudeU.com:  ***Effective Program Management***  ***Problem-Free Approach to Problem Solving***  ***Office Safety/The Safety Secret***  ***10 Steps to Becoming a Great Manager***  Goodtyping.com**:**  ***Touch Typing***  Udemy.com:  ***Perfect Time Management*** | **Education**  **Bachelor of Art** 2006 English Language and Literature University of Damascus  **Scientific Baccalaureate** 2000  Ibnu Khaldoon Secondary School  **Skills**   * Teaching and training: * Data entry * Classifying and archiving * Using MS Office computer programs effectively * Touch Typing (***Arabic & English: Upto 260 kpm/52 wpm***) * Problem Solving * Program Management * Graphic and Web Design * Stress Management * Evaluating * Using photocopiers, printers, scanners, shredders and stationary   **Job Experiences**  **International Organization for Migration *IOM*  Resettlement Support Center *RSC* *Grade4/Step6*** Since December 2007   * **Domestic Homeland Security (DHS) Support Assistant** Oct.2008-Now   Responsible for supporting DHS delegations, updating DHS interview data, scanning documents and other related tasks.  *Ten thousands scanned and updated cases along more than four years.*   * **Form Filler** Dec.2007-Oct.2008   Responsible for interviewing refugees, creating resettlement files, verifying documents, translating and other relevant tasks.  *Thousands of multi-national refugees interviewed within hundreds of interviews*  *Some of my own created forms for translating documents used by many other form-fillers.*   * **Work also in other teams**:  1. Sep.2012- Now: Central Emergency Response Fund CERF, Non-Food Item (*NFI)* Distribution for Displaced Syrians 2. May.2012-Now: RSC Inquiry 3. Mar-Apr.2012: RSC DHS Team in Amman, Jordan 4. Aug-Sep.2011: RSC Quality Control 5. May.2011-Jan.2012: RSC Casework in Damascus, Cairo, Amman, and Al Salloum Camp on Egyptian-Libyan borders (about 190 interviews) 6. Mar-May.2011: RSC Form Filling 7. Oct.2010: *NFI* distribution within “*Direct Assistance to Iraqi Female-headed families and victims of trafficking in Syria*” Program by the European Union 8. Jul.2008: RSC Case Creation in Cairo, Egypt   **New Horizons Computer Learning Center** Feb-May.2004  **Customer Care Representative**  Responsible for receiving students’ feedbacks and evaluations, solving their problems, printing certificates and archiving personnel’s leaves, CV’s and data of courses given.  **Nour-esham Book Center  (Agent of Oxford University Press *OUP*)**  September 2002-October 2003  **Data Entry**  Responsible for creating mailing lists, categorizing books according to ISBN system and later on responsible for the Scientific Book Branch.  *Hundreds of miscellaneous books classified and organized in many categories and their data was archived*  **Free Lancing Experiences**   * Private language teacher of English, Arabic and Turkish * Translating books, magazines and articles * Preparing records of Spanish and German language lectures at university * Exhibition guide and translator in National Museum posted by Instituto de Cervantes (Spanish Cultural Center) | **Courses**  2009-2010 **Chinese Language**  Language Institute of University of Damascus  Jan.2009  **German Language**  Private courses  Jan-May.2009 **Web Design & Programming:** New Horizons Computer Learning Center  XHTML 1.0 SharePoint 2007  Photoshop CS4 Dreamweaver CS4  Fireworks CS4  PHP/Web Programming  *Have taken part in designing the new website of the center*  Mar.2007  **Arabic Calligraphy and Islamic Ornaments**  Ahmed Izzat Institute  Jan-Jun.2007  **Arabic Poetry Prosody and Comprehension**  University of Damascus  Nov.2003- Jun.2006  **Turkish language**  Cultural Turkish Department of Turkey Embassy in Damascus  Jun.2006 **Navigation, Searching & Mailing by Internet**  Campus Numérique Francophone |
| **References:**  **Mrs. Taj JAROUS** RSC National Officer of IOM-Damascus +963 11 6121370/75 [tjarous@iom.int](mailto:tjarous@iom.int)  **Ms. Sonia Al Masaad** RSC- DHS Support Team-leader at IOM-Damascus +963 944744331 [smasaad@iom.int](mailto:smasaad@iom.int)  **Dr. Mehmet Mesut ERGIN**  Professor of Arabic Literature in Dicle University +90 535 5849970 [emesut@dicle.edu.tr](mailto:emesut@dicle.edu.tr) | | |
| **Mr. Mahir ABU DAHAB** *General Manager of Nouresham Book Center* +963 114457458 [nouresham@mail.sy](mailto:nouresham@mail.sy) | | |