


Nasma Keyem

Iraq-Erbil 

+964 7510560128 

nasma.kayem@gmail.com 

02-01-1990 

I am an experienced professional with a diverse skill set, including strong administrative skills and a long history of volunteer work with the Syrian Arab Red Crescent (SARC). I am actively seeking an opportunity to contribute my experience in administration, communication, and crisis management to a dynamic and impactful organization such as the ICRC. My objective is to be a part of a team where I can make meaningful contributions and continue to grow professionally and personally.

Work Experience

Jan 2021 – Dec 2021

HR Admin and PSEA Trainer / Syrian Youth Council - Syria

- Managed employee records, maintained internal HR databases, and handled documentation.
- Coordinated with recruitment teams to streamline hiring processes.
- Created and refined company policies and documentation to ensure compliance.
- Acted as the point of contact for personnel inquiries and internal communications.

Oct 2019 – June 2020

Teachers Supervisor / Here 2 Grow Schools - Baghdad, Iraq

- Supervised and guided teaching staff in maintaining high educational standards.
- Fostered communication between teachers, students, and parents.
- Created and implemented educational policies and procedures.
- Evaluated student progress and made recommendations for improvements.

Nov 2019 – June 2020

Monitor / Terre Des Hommes-Lausanne, Iraq, Kirkuk

- Coordinate awareness-raising sessions and events, ensuring compliance with humanitarian standards.
- Managed service mapping and referrals to partner agencies, including logistical coordination.

Jan 2018 – Oct 2019

Networking Implementation Engineer / Syriatel - Syria

- Managed multiple network deployment projects from start to finish.
- Communicated with clients and stakeholders to ensure project deadlines were met.
- Reported on project status and managed network installations effectively.

Jan 2018 – Oct 2019

Auditor Specialist / Magna - Syria & Dubai

- Conducted internal audits and reviewed procedures for risk management.
- Assisted in the execution of risk-based audit plans and addressed special requests from management.

Jan 2018 – Oct 2019

Admission and Registration Manager and Engineer / Al Manara Private University - Latakia, Syria

- Managed the entire admissions and registration process for new students.
 - Developed and maintained policies and procedures for student registration.
 - Coordinated with other institutions and departments to streamline admission activities.
-

Skills

- **Administrative Skills:**

Office Management, Data Entry, Document Handling, Personnel Record Management
HR Database Maintenance, Internal Communications
Organizational Skills, Task Coordination, Time Management.

- **Technical Skills:**

Proficient in Microsoft Office (Word, Excel, PowerPoint) – ICDL Certified
Programming Languages: C++, C#, Prolog, MATLAB
Design Software: AutoCAD 2D/3D, Photoshop
Networking: Packet Tracer, Communication Networking Protocols

- **Communication:** Excellent verbal and written communication skills, with experience in managing travel issues and complaints.

- **Project Coordination:** Experience in coordinating humanitarian projects, ensuring adherence to standards and compliance.

Certifications and Courses

- **First Aid and CPR Certification:** (Syrian Red Crescent)
- **ICDL Certification**
- **Event Organization:** Charity and philanthropy events
- **Public Speaking and Media:** Trained at DYVT and JCI
- **Marketing:** Courses at DYVT and NYU
- **Project Management:** Workshop at AIU
- **Entrepreneurship Training:** BUSINESS CLINIC program
- **Neuro-Linguistic Programming (NLP):** INJAZ course
- **Problem-Solving:** TATWEER course

Education

2013

[Bachelor's Degree in Computer & Communications Engineering](#)

Arab International University – Damascus, Syria

Languages

Arabic: Native Proficiency

English: Fluent (Speaking, Reading, Writing)

Volunteer Work

Syrian Red Crescent

- Over 12 years of volunteer work with SARC, actively involved in emergency response, disaster relief, and first aid services.
- Provided psychological support and crisis management during disaster recovery efforts.
- Engaged in community-based initiatives to promote health, safety, and well-being.

Older Citizens Nursing Houses

Provided companionship and support to elderly residents, assisting with recreational activities and daily tasks.

Syrian Pioneers

Engaged in community development projects and supported initiatives aimed at positive societal change.

References

- Available upon request