



SARA ALMOSLI

Syria/Lebanon 

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OBJECTIVE

Aspiring to work in the NGO field, seeking beginner positions to grow my experience and contribute to meaningful projects. Dedicated, adaptable, and eager to make a positive impact on society.



EDUCATION

Nursing | Al Fayhaa school

Self education | Sources

- Relief International: Communication Skills Certification
- International Rescue Committee: Gender-Based Violence Core Concepts and Safe Referrals
- Safadi Foundation (ICT Center): Basic Computer Skills Certification
- English Language Level: Basic
- Unlimited Potential: Microsoft Unlimited Potential Course
- UN Certification: Youth Anti-Violence and Peace Ambassadors Training

(Project: "Healing, Resilience, and Nonviolent Empowerment of Children Affected by Armed Conflict in Lebanon and Jordan through a Comprehensive, Innovative, Sustainable Psychosocial Approach.")

Passionate nursing graduate with a desire to make a meaningful impact in the NGO field. Equipped with diverse self-education sources, including communication, gender-based violence, and computer skills certifications. Completed UN training as a Youth Anti-Violence and Peace Ambassador for a comprehensive psychosocial project. Aims to leverage nursing background to enhance NGO applications for innovative and impactful programs. Committed to fostering empowerment and resilience in communities affected by conflict.



SKILLS

- Communication Skills.
- Gender-Based Violence Awareness.
- Basic Computer Skills.
- Multilingual: English (Basic).
- Microsoft Office Suite.
- Youth Empowerment.
- Data Collection and Analysis.
- Nutritional Assessment.
- Teamwork and Collaboration.



EXPERIENCE

Office Manager/ Accountant | Swallow Cleaning.

2023-PRESENT

OFFICE ADMINISTRATION AND ORGANIZATION.

- Communication and Coordination.
- Application Lifecycle Management.
- Compliance and documentation.

As the Office Manager, I drive the smooth onboarding of international workers, managing their application processes and ensuring compliance with immigration regulations. I excel in fostering a positive cross-cultural workplace experience.

Health worker | Relief international (NGO).

2022 – PRESENT.

- Product demonstration.
- collaboration
- emergency response.

Projects:

- Ocha Project (Relief International)
 - Collected data and information needed from beneficiaries
 - Conducted home visits to invite beneficiaries to attend sessions

chachier | AMAREN Bakery

- cash handling.
- customer service.
- organize working area.
- handling returns and refunds.

Sales representative | Al-Majzoub(retail).

2011 – 2020

- Customer assistant.
- product knowledge.
- cash handling.
- Product demonstration.

My primary role is to promote and sell products or services to customers in a retail setting. Providing exceptional customer service, meet sales target, and contribute to the overall success of the business.



LANGUAGES

Arabic: Native language

English: good speake