

CURRICULUM VITAE

1. Surname: Haj Ibrahim
 2. Name : Abir
 3. Date and place of birth 03 April 1973 Damascus - Syria
 4. Nationality: Syrian
 5. Civil Status: Single
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Introduction :

In 2010 Abir hajibrahim was involved in a voluntary works a side of her OIL business work in Total e&p Syrie till she shifted her works to be one of the two co founder who initiated Mobaderoon Network, working as voluntary during the week ends and holiday till the network formed it self by an on going participatory planning and meetings where Abir was fully engaged and contributed in putting people together and created a safe environment to them to hold dialogues and planning for the network spill off. leaving the Oil& Gaz business back

During the conflict Abir hajibrahim was taken to a new area of experiences which was Building Bridges and conflict resolution strand as a response to the local needs in Syria,where she became a Peace Building facilitator and has the opportunity to manage with the other co founder Peace Ambassador program where she trained , planned and worked with 240 potential peace ambassadors in a clear vision in protecting sectarianism to spread over the country, and she was able to lead the network into a synergy process gathering members from different background, culture and ethnics groups into one network focusing on common values and managing the worst time of isolation the areas from each other which tooked place in Syria before and during the conflict.

Working with people gave Abir the ability and the dedication to move the network into more systemize way of working with a good protection for the network flexibility which give it the ability of quick respond to the local communities, now the network is testing its Code of conducted which was designed according to the three years of on ground works and initiatives.

Abir also was able to build good long term partnerships and supports with other international and regional bodies, where she built a platform for sharing knowledge and experiences with other

network around the Global.

Finally at the end of 2014 Abir was one of the co founder who gained and obtained Livia Foundation Prize for her work in peace in and during the conflict.

6. Education:

Institution:	Diploma a in Business administration institutes
Date:	1991-1993
Degree:	Good
Institution:	Business Administration training and study center (SISCO FRANCE –BREST)
Date:	1993-1994
Degree:	Good

Institution:	British Council – Damascus F.C.E Certificate
Date:	1994-1995
Degree:	Merit

Institution:	French Cutler Center – Damascus
Date:	1993-1995
Degree:	Good

Institution:	CIEL Teaching Center - FRANCE
Date:	1996
Degree:	Good

7. Language skills (5 is the highest):

Language	Level	Passive	Spoken	Written
Arabic	Mother Tongue	5	5	5
English	5	5	5	4
French	3	3	3	2

8. Other skills:
- Computer literacy (VB, MS Office and specialized applications)
 - Computer Skill in SAPS-BW Eu program
 - Proven capacity to provide leadership and to co-ordinate between team member
 - Capacity to work in different fields and to adapt to different professional and cultural environments
 - High potential employee in PAC –TOTAL E&P for year 2009
 - Able to develop and implant legalizations and process
 - Volunteer in English and French languages teaching for beginner and intermediate in DEZPC
 - Facilitator in LICD INTERACTION programm and delivery for 10 workshops
 - Trainer in Active Citizen program for British Council and other NGO;S
 - Planning skills: logical framework, problems tree, appreciative inquiry
 - Moderating and facilitating skills
 - Team work skills
 - Working in cross-cultural environments.
 - Analytical Skills.
 - Main participant in Track 2 Dialogues for Syrian Crises Conflict Resolution managed by Brooking and supported by the Netherlands Ministry of Foreign Affair .
10. Present Position:
- Present initiative :Co Founder in Mobaderoon network , Team leader in Stratgy & communication unit.
11. Years of professional experience:
- 15 years
12. Professional experience(only the last 3 jobs were mentioned)

Date	February 2007- 2010
Location	Syria
Company / Organisation	Earth From Above –Good planet NGO -France
Position	Project team leader

Working as a project team leader for the environmental and sustainable project for the French photographer Yann Arthus –Bertrand through his NGO Good planet

Job Description:

Management & Team Leader :

1. Shooting and commitment :

- Organizing and building the relation between the Syrian high level officers and the French organization to get the authorization for Arial shooting over Syria October 2008
- Coordinating between the French embassy and the Syrian high level offices to assist in the process

2. Workshops& Exhibition

- To prepare schools and adults workshops for the expo .
- To manage to create sustainable awareness towards the environmental issues in Syria
- To lead the team in the execution of supply chain required for the implantation of the expo
- To ensure consistency of procedures required from EFA France
- To lead the fund raising process to over come the financial need required for the project
- To Organize and structure the documents such as the annual work plan –the sponsorship package – the fund raising and schools pedagogy .
- Sponsors relationship management:
- To lead the and manage the implementation of the contracts between EFA and Syria team
- To manage the legal affairs in international and international level
- To coordinate with SEBC – EU organizations in terms of auditing and the implementation of the project
- To organize and manage three exhibition in Damascus-Aleppo and Homs for the open air free to public exhibition with the related workshops
- To manage the finical grid and its implantation and assist the auditors to be on line with the budget using a cost control system
- To run and implement the Media campaign to the project thorough all the media out let and insure that the sponsors are satisfied on their brand image
- To manage the budget of 300000 Euro to the is project

3. FILM “HOME “

- To manage the free show for the HOME film- environmental issue for global earth
- To coordinate with Ministry of environment for the free displaying
- To manage the financial issue and fund raising for the cost in both Aleppo and Damascus
- To coordinate with NGO’S and ministries

<p>Reporting</p> <p>-To prepare data sheets, improve quality of all information needed for reporting and to up date data for useful performance indicators able to consolidate or increase the added value of EFA project in Syria</p> <p>To send all the related data required from Media and updated reports for the supporters (Government Sponsors, France and other NGO'S).</p> <p>Communication :</p> <p>-To facilitate the internal and international communication between Syria team and Goodplanet team</p> <p>-To participate to exchange of information with EFA headquarters</p> <p>-To communicate and built a local networking for the supporters in EFA Syria</p>	
Date	August 2009 Still on
Location	Syria
Company / Organisation	MOBADEROON–Syria
Position	Co Founder-
<p>Co founder of Mobaderoon network -Active Citizens volunteering in social positive change</p> <ul style="list-style-type: none"> ◆ Professional trainer for Leadership in Community Development program (over 400 participants in 15 workshop in 15 Month ◆ Professional trainer in Active Citizens Program (330 Participants in 11 workshop from 8 Month till now) ◆ Building the Network strategy with other co founders. ◆ Developing Mobaderoon network functions and working on launching it ◆ Partnership and fund raising consultant ◆ Running the Programs of Peace Ambassadors- Youth Agent of Change and Building Bridges. ◆ Providing back stopping and back up support for small CBOs and small local NGOs to launch out for the network. ◆ Conflict Resolution and peace building trainer ◆ Building the Administration & finance functions as well as Strategy and Communications functions 	
Date	June 2006 – 2010
Location	Syria
Company / Organisation	DEZPC – TOTAL E&P SYRIE
Position	PAC METHOD OFFICER

Job Description:

HSE commitment :

Personal commitment to the HSE policy, maintain awareness of and ensure compliance with all relevant HSE standards and actively participates to insert and maintain Company HSE instructions in the standard documents

Processes/Procedures/Organization

- To assist and prepare data for the drafting and implantation of procedures.
- To participate to the continues analysis of the supply chain process and management, in order to help to indify improvement opportunities.
- To assist the team in the execution of supply chain
- To ensure consistency of procedures and their respect by users.
- To Organize and structure the documents and archiving of the PAC department .

Supplier relationship management:

- To participate to the implementation and development of efficient management of suppliers (pre-qualification ,qualification, performance follow up ,database)
- KPI'S indicators reporting and user
- Assist procurement and contract process;

Analysis /Reporting

- To analyze the PAC portfolios and the stock statues, to define and propose appropriate strategies and initiatives.
- To prepare data sheets, improve quality of all information needed for reporting and to up date data for useful performance indicators able to consolidate or increase the added value of PAC Department.

Communication :

- To facilitate the internal communication between PAC DEPT and users in DEZPC
- To participate to exchange of information with Total affiliates and headquarters