

# Maher Balkash

## CURRICULUM VITAE

### PERSONAL INFORMATION

Name            Maher Balkash  
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Nationality:   Turkish  
Date of birth   07-01-1982

### WORK EXPERIENCE

#### ❖ **Administrative Officer: SAMS –Turkey from Apr 2021 till Now**

- Responsible for implementing orientation, employee file maintenance, and Recruitment.
- Ensure each position has a Valid job description.
- Supervises recruitment in several phases such as the test phase and panel interview phase, including the selection process.
- Ensure proper reference check and ATC for candidates.
- Prepare job offers and contracts for selected candidates.
- Develop an orientation process for new employees.
- Archive and maintain proper documentation for the recruitment process.
- collect and prepare monthly timesheets.
- calculate and prepare monthly payroll.
- ensure payroll policy is properly implemented.
- Review time sheets, salary computation, and other information to detect and reconcile payroll discrepancies.
- Keep track of leave time, such as Administrative, personal, and excused absence leaves, for employees.
- maintain proper, accessible, and confidential payroll and timesheets archive.

❖ **Data Officer: SAMS Turkey from July 2019 till Apr 2021**

- Keeping Documents, managing reports, monitoring Center Programs.
- Inventorying Received Shipments and all materials in the Center.
- Compare Received shipment materials.
- Manage center Program (inputs, outputs).
- Conduct reports as needed and requested.
- Complete Diary logs into the inventory system, Perform inventory controls.
- Promote and model.

❖ **Risk Education Project Officer: Watan Foundation 9 Months – Turkey**

- Daily monitoring of Implementing Partner RE team and support of the WATAN Risk Education team to implement project activities (sessions, training).
- Managing daily/weekly/monthly reports as required.
- Develop weekly/monthly travel plans.
- Develop and improve ERW Risk Education materials together with the Risk Education team
- Monitor data collection: including attendance sheets, monitoring forms, and liaising with community leaders.
- Monitoring and evaluating fieldwork and facilitator performance, including the work conducted by the implementing partner, in order to ensure the quality of ongoing project activities.

❖ **Field Health Coordinator:(medical aid here and now) 10 Months – Turkey**

- Manage the health teams in MAGNA clinics and provide day-to-day oversight and mentorship to clinic staff.
- Management and Program Oversight.
- Develop procurement and spending plans and manage the budget for the implementation of the program, ensuring no over or under-spending, in collaboration with the health coordinator.
- Ensure proper and timely implementation of current programs and grants.
- Write and submit reports as required to the Health Coordinator.
- Monitor and evaluate program indicators, objectives, outputs, and impact and suggest changes according to the findings.

❖ **Health & Hygiene Promotion Program Officer: IMC (International Medical Corps) 1 Year – Turkey**

- In close collaboration with the Manager, plan, organize and carry out daily hygiene promotion activities within the targeted areas in line with agreed work plans, strategies, and methodologies.
- Supervise and regularly monitor hygiene promotion activities being carried out in the targeted locations.

- Support procurement and distribution of hygiene promotion materials and hygiene kits.
- Recruit and conduct training for community mobilizers on hygiene promotion elements, strategies, and methodologies in communities.
- Provide regular reports on hygiene issues and program progress against work plans and program activities including donor reports according to donor requirements.
- Conduct field visits for monitoring of activities implementation, and solving of problems inside the communities related to project interventions.
- Prepare periodical progress reports about achieved activities, remaining activities challenges, obstacles, and suggested solutions or recommendations.

#### ❖ **Health program and Data information: IRC (International Rescue Committee) 1 Year – Turkey**

- Provide administrative and logistic support for the health team in Gaziantep and Antakya.
- Manage payment requests, certificates of completion, and incentive workers.
- Database, purchase requests, and store releases for IRC's clinics in Raqqa.
- Oversee the work of the program assistant in Syria.
- Develop and maintain the inventory records for medical commodities for the whole program in Turkey and Syria.
- Maintain data entry requirements and secure information by completing database backups.
- Upload data from the mobile devices as needed.
- Solve the technical problems that arise in the field immediately.
- Train the health team on electronic tools.
- Generate initial reports and archive all papers or data sources like attendance tracking.
- Coordinate with the Supervisor and with other Health colleagues to ensure the quality of entered data.

#### ❖ **Data Officer and Health Information System (DHIS2) PHC (polyclinic for Syrian refugees) - IMC (international medical corps) 3 Years – Turkey**

- Develop and manage the Information Database for IMC's PHC center.
- Formal communication for IMC's PHC center in Kills and necessary to Provide capacity building for new team members in data entry.
- Report Writing Coordination with different groups Regular meetings with another Department.
- DHIS2 Operator working on weekly health reports.

#### Education:

**2020- MA Gaziantep University Business Administration SOCIAL SCIENCES INTERNATIONAL TRADE AND LOGISTICS.**

**2005-2009: English Literature - University of Aleppo.**

#### Professional Training:

- ✚ 2022: Management skills with SAMS.
- ✚ 2021: Team Building with SAMS & CVT.
- ✚ 2018: Risk Education with Danish Refugee Council (DRC).
- ✚ 2016: Protection Mainstreaming for programs – IRC.
- ✚ 2016: Budget versus Actual online system -Training for Operators – IRC.
- ✚ 2016: Tender Management – IRC.
- ✚ 2016: Fraud awareness sessions – IRC.

- ✚ 2016: Beneficiaries Complaint Mechanism – IRC.
- ✚ 2015: Health Information System (DHIS2) – IMC.
- ✚ 2015: Psychological First Aid - Certificate of Completion – IMC.
- ✚ 2013: Mental Health Assessment – IMC.

### Personal Skills:

- Possess a high degree of commitment to excellence and success.
- Ability to think creatively.
- Motivation and willingness to take on new challenges.
- Problem-solving with a positive attitude.
- Expertise in using advanced excel tools including formulas and charts.
- Good presentation, communication, and report writing skills.
- Excellent interpersonal, leadership, and teamwork skills.
- Ability to maintain respect and excellent working relationships with other colleagues and supervisors.

### Language:

- English Good at writing, reading, and speaking.
- Arabic is my native language.
- Turkish, basic.

### Other relevant information:

- I have a valid passport.
- I have a valid driving license.
- Flexible to move within Turkey and Northern Syria.