

Curriculum Vitae



Name: Razan Adnan Alhara

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Visa Status: visit

Date of Birth: 3 February 1984

Nationality: Syrian

Education:

2019	IELTS Certificate
2017 – still in progress	Third year student at Tartous University, Pre-School Education Programme.
December 2008-November 2009	Certificate in Teacher Education Aga Khan University, Institute for Educational Development
October 2002- November 2006	BAc Degree in Translation Faculty of Translation , Al-Baath University , Homs

Training and courses:

2017	Course in managing small projects from the Skills Centre at Al-Baath University.
2017	Course in solving peaceful disputes from the Skills Centre at Al-Baath University.
October 2016	Marketing and Strategic Planning for Humanitarian Aid Program (Aga Khan Council)
November 2013	Psychosocial Support for Youth and Families in Syria (International Organization for Migration), UN
June 2012	International Computer Driving Licence ICDL

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Work Experience:

2018	Translator with Jafra Foundation for Relief and Youth Development.
January 2016 -2018	Social researcher at Aga Khan Ismail Council Gathering data of Syrian people affected by current crisis as part of humanitarian aid program.
March 2010 –February 2012	Translator and Executive Secretary, Al-khateb Co. for Trade and Industry Provide administrative support to CEO; international sales support to clients

Community Services:

2006 - 2021	Translator and assistant for FOCUS educators and other visitors to Syria.
2010-2021	Performing presentations at Aga Khan Council, Syria and delivering lectures for different categories (nursery, adults, teenagers, old ages).
2010-2021	Administrative and academic supervisor in the programmes related to different categories in the Aga Khan Ismaili Council (nursery, adults, teenagers, old ages).
2013-2016	Facilitator in the Open Days Programmes during summer with AKF , Childhood programs
2006	Volunteer with FOCUS Humanitarian Assistance and UN during Lebanese crisis

Language skills:

Mother Tongue: Arabic

Other language(s): English: **IELTS** Certificate, score 6

Computer skills: MS Office (Word, Excel, PowerPoint, internet: research)

Communication skills: Ability to communicate effectively with people of different ages and backgrounds, easily adaptive with new and different environments

Teamwork skills: Ability to work effectively in a team and can work individually in an institution

Strong Work Ethic: Hard worker, self-confident, reliable person, have a great ambition and have Commitment to sustainable learning.

Interests:

Listening to music, walking, learning new languages and accents.
