

Curriculum Vitae

Talip HOŞKAR

📍 Gaziantep, Turkey

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Professional Summary

Accomplished Project and Administrative Management Professional with over 10 years of experience across Saudi Arabia, Turkey, and Syria. Strong background in office management, operations, and program coordination in both the private and humanitarian sectors. Proven ability to manage teams, lead cross-functional collaboration, handle reporting and financial tracking, and maintain compliance with organizational and donor standards. Fluent in Arabic and English and good in Turkish, with experience in multicultural environments. Seeking to bring value to a dynamic administrative or project management team in Saudi Arabia.

Core Skills

Technical & Project Management Skills

Office & Project Administration
Budget Tracking & Financial Reporting
Procurement & Supply Chain Support
Data Management & Monitoring Tools
Team Supervision & HR Coordination
Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Visio)
KOBO Toolbox, Google Forms, MS Planner
Presentation & Reporting Tools
Documentation & Compliance

Soft Skills

Strong Communication & Interpersonal Skills
Multitasking & Time Management
Problem Solving & Decision Making
Leadership & Team Coordination
Attention to Detail
Cross-cultural Collaboration
Adaptability & Resilience

Professional Experience (About 9 Years)

Education Project Manager

Takaful Al Sham Association – Gaziantep, Turkey

📅 Nov 2023 – Present

- Led multi-site education projects with a total budget exceeding \$3.1M, serving thousands of beneficiaries.
- Facilitated agreements and developed project management procedures.
- Oversaw planning, scheduling, and task delegation across multiple teams.
- Prepared narrative reports, project documentation, and risk assessments.
- Supported HR in recruitment, staff supervision, and contract finalization.
- Participated in inter-agency cluster meetings and donor briefings.

Program Officer | Project Compliance Officer


UOSSM International – Gaziantep, Turkey

📅 Jun 2018 – Oct 2023

- Facilitated agreements, managed sub-contracting procedures, and developed project management procedures.
- Managed over 50 donor-funded projects in the health sector and services, overseeing a portfolio of more than \$ 37.5 M.
- Monitored financial tracking, installment requests, and payment preparation.
- Ensured compliance with more than 20 donor (WHO, UNICEF, and GIZ) regulations.
- Prepared work plans, updated progress reports, and maintained budget follow-ups.
- Supported logistical and procurement coordination and chaired committee meetings.

Administrative Officer


Al-Hikma Institution – Gaziantep, Turkey

 Mar 2015 – Nov 2015

- Applying and registering secondary school graduates in universities and scholarships.
- Managed office operations, school records, and inventory supplies.
- Handled incoming communications, schedules, and clerical tasks.

Administrative & SCADA Operator

Shibh Al-Jazira Contracting Company – Abha, Saudi Arabia

 Oct 2012 – Oct 2013

- Operated SCADA systems and monitored project performance.
- Created detailed reports and maintained administrative documentation.
- Supported project coordination with engineers and clients.

Education

- **Associate Degree in Business Administration** – Anadolu University | Eskişehir, Turkey | Sep 2019 - June 2021.
- **Diploma in Project Implementation** – Istanbul Sabahattin Zaim University | Turkey | June 2019.
- **Bachelor of Computer and Automatic Control Engineering** (Partially Completed) – Tishreen University | Latakia, Syria | Sep 2010 – June 2013
- **English Language Studies** (Upper Intermediate - B2) – Gaziantep University – School of Foreign Languages | Turkey | 2014 – 2015.
- **Secondary High School** – Scientific Section – Al-Fahed Secondary School | Abha, Saudi Arabia | Sep 2008 – June 2010.

Certifications & Trainings

- PMD Pro 1 – Project Management for Development (APMG) | 2019
- Companies Accounting Diploma – İmaar Training & Development | 2021
- Procurement & Logistics – CILT (UK) | 2020
- MEAL in Project Management – IMAAR | 2020–2021
- Successful Negotiation: Strategies & Skills – University of Michigan (Coursera) | 2019
- Voucher Distribution Program Simulation – DisasterReady | 2021
- Building a Better Response (BBR) – Humanitarian Academy at Harvard | 2020
- Crisis Leadership Program – Humanitarian Leadership Academy | Oct 2024
- Sales & Marketing Training – UNDP & Gaziantep Chamber | 2016–2017
- Turkish Business Law Training – İMECE & UNHCR | 2020
- PSEA Certification – UOSSM | 2020
- Digital Marketing Diploma – Shaw Academy (Ongoing)
- Trading Foundation Program – Academy of Financial Trading | 2016
- Turkish Language (A2) – MEB | 2018

Languages

English – Fluent (C2)

Arabic – Native

Turkish – Intermediate (B1)

Personal Information

Nationality: Turkish – Syrian

Date of Birth: January 1993 (31 years)

Gender: Male

Marital Status: Married, two children

Current Residence: Gaziantep, Turkey

Willing to Relocate: Yes, especially to Saudi Arabia

Available ID: Turkish & Syrian IDs, Passports, Driving licenses.

References

Available upon request or see the detailed contact list if needed.