



LOCATION
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CORE EXPERTISE

- Information systems design
- Workflow analysis
- ERPNext / Frappe
- KoBoToolbox
- Python & PHP automation
- Data quality & validation
- Power BI & reporting
- Field data operations
- Training & user adoption

LANGUAGES

ARABIC
Native

ENGLISH
Intermediate - written & spoken

ANAS AL-NAJJAR

Information Systems & Field Data Operations Specialist

Turning real workflows into practical systems, automation, field-data operations, and management visibility.

PROFESSIONAL PROFILE

Information Systems and Field Data Operations Specialist with 7+ years of experience across humanitarian operations, case management, information management, MEAL, and custom system development. Skilled in translating operational workflows into practical information systems, KoBo/Python automation, validation processes, reporting tools, dashboards, and user training. Experienced across requirements analysis, implementation, adoption, maintenance, and operational support in connectivity-constrained environments.

SELECTED EVIDENCE

10,409	~40
CHILD RECORDS IN ERPNext SYSTEM	CASE MANAGERS SUPPORTED
~3,000	1,811
HISTORICAL KOBO RECORDS	HISTORICAL CASES MONITORED

PROFESSIONAL EXPERIENCE

- Enumerator** Aug 2025 - Present

Terre des hommes Foundation

 - Collect qualitative and quantitative field data through interviews, surveys, FGDs, and key-informant interviews, ensuring accurate digital submission.
 - Apply confidentiality, safeguarding, and child-friendly approaches, and support field reporting, coordination, and feedback-mechanism activities.
- Field Operations Department Manager (Part-time)** Jan 2025 - Present

Syrian Technocrats

 - Work directly with project owners to refine early-stage initiatives into structured and actionable project concepts.
 - Support studies covering the problem, target groups, solution design, operations, stakeholders, implementation plans, budgets, risks, and expected impact; also serve as Vice Chair of the Board of Trustees.
- Information Manager** Aug 2024 - Feb 2025

Al-Nada Association - UNICEF Partnership

 - Managed information workflows for cash-transfer and integrated social-protection activities, including validation, reporting, and secure handling of operational records.
 - Developed KoBo/Python automation, Power BI dashboards, structured case reports, and team-performance summaries supporting approximately 40 case managers.
- MEAL Officer** Jul 2023 - Jun 2024

Syrian Climate Pioneers (SCP)

 - Designed monitoring frameworks, indicators, data-collection tools, evaluation processes, and decision-oriented analytical reports.

ANAS AL-NAJJAR

EDUCATION

MSc in Computer Science

Syrian Virtual University | Ongoing

Master's in Economics & Project Management

Damascus University | 2024

BSc in Applied Engineering

Tishreen University | 2019

SELECTED CERTIFICATIONS

- Google Project Management Professional Certificate - 2025
- Python for Data Science, AI & Development - IBM, 2026
- Quality & Accountability in Humanitarian Work - 2025
- Building a Better Response - Harvard Humanitarian Academy, 2023
- Action to End Child Sexual Exploitation and Abuse - UNICEF, 2023
- Training of Trainers - IBCT / Edraak, 2020

TECHNICAL ENVIRONMENT

Frappe · ERPNext · KoBoToolbox · Python · PHP · SQL · MariaDB · PostgreSQL · Pandas · OpenPyXL · Power BI · Advanced Excel · REST APIs · Telegram Bot API · HTML/CSS/JavaScript · Git/GitHub · PDF Automation

AVAILABILITY

Project-based and employment opportunities. Able to assemble and coordinate developers, enumerators, and field-data teams when required.

PROFESSIONAL EXPERIENCE

CONTINUED

Information Manager (Voluntary)

Oct 2021 - Feb 2024

Charity Health Association - Al-Qutifa

- Designed and customized a Frappe/ERPNext case-management system covering child and household records, assessments, services, documents, reports, and dashboards.
- Configured permissions and validation, trained approximately 40 case managers, and provided maintenance, data-quality feedback, periodic backups, and archiving.
- Implemented a stable local deployment and resolved network and IP-conflict issues through a fixed server IP and organized device identifiers.

Case Manager

Feb 2019 - Feb 2024

Integrated Social Protection Project - UNICEF

- Supported more than 100 children with disabilities through assessment, planning, referrals, follow-up, and coordination with service providers.
- Facilitated family training and awareness activities and contributed to structured case documentation and multidisciplinary coordination.

Independent Information Systems & Data Consultant

Ongoing

Project-based

- Deliver workflow analysis, custom information systems, automation, dashboards, data analysis, and decision-support tools for humanitarian and private-sector use cases.
- Built a complete Arabic legal practice management system for an Egyptian client and developed KoBo, Excel, PDF, Telegram, and reporting automations.

SELECTED SYSTEMS & AUTOMATION PROJECTS

KoBo Data Automation Suite - *Field-data synchronization, validation, documentation, and reporting*

Built incremental synchronization, attachment organization, case-level PDF generation, Excel change tracking, bulk validation updates, and role-based Telegram/email reporting.

Custom Legal Practice Management System - *Real client project - built from scratch*

Developed an Arabic RTL platform for clients, lawyers, cases, court sessions, documents, tasks, payments, notifications, dashboards, and granular permissions.

Case Manager Reporting & Training Operations - *Training, automation, and operational visibility*

Designed a case-manager training program, automated individual case PDF reports and folder structures, and developed management summaries and historical Power BI dashboards.

ADDITIONAL EXPERIENCE

Accountant - Charity Health Association, Al-Qutifa (2020-2021) | Trainer - Syrian Positives Foundation (2020-2021) | Activities Coordinator - Ataa Institute, Latakia (2018-2019)

PROFESSIONAL POSITIONING

Strongest value: understanding real workflows, designing suitable information systems, leading implementation, and managing data operations from discovery through delivery.