

Objectives

Seeking a position where I can be most effective to your firm and obtain a challenging position where I can share and strengthen my knowledge and experience. Eager to learn new skills and procedures.

Education

B.T. 2 Accounting & Finance (2003)

Experience

Digital Project Manager/Communication Manager (1st September 2013 – 20th January 2015)

Leo Burnett – Dubai Mena (Kuwait)

- Management of digital projects on Philip Morris account.
- Defining projects' scope of work, creation of logical framework, setting specific activities and timeframe for achieving goals.
- Organizing meetings and trainings for promoters and applications users.
- Management of all tools (programing and maintenance as per PMI's regulations).
- Technical management and support for ongoing projects and activities.
- Monitoring & evaluation of websites development, identifying bugs, and recommending fixations & enhancements.
- Setting meetings and brain storming with clients on new projects and activities.
- Management of communication between clients and developers, editors, creatives, and design teams.
- Assisting clients in their projects' management and activities implementation.
- Enhancement of communication with the client and better coordination on ongoing tasks and planning.
- Development of new projects for 2014 scope of work.
- Presenting creative ideas in parallel to the market activities for the marketing of the project tools and activities aiming to deliver the message of the product in the market.

Logistics Manager (1st June 2013 – 20th August 2013)

ICRC – International Committee of Red Cross (Beirut)

- Processing all logistics tasks, from IR's to PO's insuring all within the budget line and properly validated.
- Preparation of procurement documents, PR's, PO's, Contracts, Bid Invitations etc...
- Training of staff on logistics system and procedures to insure it is done correctly.
- Handling all import/export of goods between Lebanon/Geneva/Syria/Egypt/Jordan, and personal effects for ICRC staff.

Coordination Office Log (4th April 2012 – March 2013)

Medecins Sans Frontiere (Clemenceau St. Gefinor Centre Bloc C 4th Floor, Hamra – Beirut, Lebanon)

Being the Coordination Office Log (Log Capital) I was responsible for management and planning of the movements of all Medicines Sans Frontier's staff movement in the coordination as well as the management of vehicles (making sure they are up to the standard of MSF in terms of mechanical and hygienic condition) as well as the management of the drivers (making sure they are complying with the roles and conditions of driving MSF vehicles in addition to their different responsibilities). Furthermore, I was responsible for the maintenance and supply of all MSF premises in Beirut which included 5 guest houses and 1 warehouse (including medicines and logistical tools) as well as everything related to maintenance and utilities.

In addition to that, I also was responsible for stock inventory and assets inventory on the coordination base level. I controlled the stocks making sure they are kept in the standard of MSF as well as registered in stock cards that gets updated bi-weekly.

My job also included monitoring and evaluation of drivers, following up with supply team making sure they deliver what is ordered on time, and writing analysis and monthly logistics reports. In addition to that I was the IT reference for any IT help needed.

Local Project Coordinator (5th Oct. 2009 – Oct. 2011)

Oxfam Italia (Furn El Chubbak, Najm El Din Bldg. 5th Floor – Beirut, Lebanon)

- Management, planning, and coordination of project activities in addition to supervision of staff.
- Monitoring and evaluating the project activities in terms of activities and deadlines.
- Coordinating with local and International staff and administration within the implementation of the project.
- Assisting the Organization representative in the administrative and the logistics management (ex. Administrative and procurement procedures, collection of quotations, supplies, monitoring, and data documentation).
- Paper work translation and interpretation on the field. Coordinating with partners and local authorities.
- Reporting to Oxfam Italia's administration and Project Managers.

Coordinator Assist/Logistics Officer (9th March 2007 – 1st Oct. 2009)

Oxfam Italia (Evangelical School St., Farran Bldg. Floor 4th – Tyr, Lebanon)

Assisting the Project Manager in the implementation, management, coordination, monitoring and evaluation of the project. Logistic support e.g. procurements of project equipment, cars and office premises maintenance etc... In addition to that, translation support for UCODEP Project Manager, and other international staff. Assisting Project Manager in the implementation, management, and coordination of the project activities, setting up schedules and plans for activities, meetings with beneficiaries and authorities, data collection, assessments, etc...

Project Officer PHP/PHE (Sept. 2006 – Jan 2007)
Oxfam G.B. (Tyr, Lebanon)

All works related to field work, reporting to team leaders, updating about the field work and the implementation situation of the project, setting up plans for the upcoming activities, coordinating between the project managers and the local authorities, and other NGO's. In addition to that, installation of water tanks, water network plans assessments, analyzing data, data entry and leading a team of 4 staff (2 field officers/2 drivers) on a water sampling project in 34 villages in addition to analyzing data and helping in drafting the final report of the project & its achievements.

Skills

- ▶ Computer Software & Hardware Maintenance.
- ▶ Networking & Internet.
- ▶ Microsoft Office Word, Excel, Power point.
- ▶ Excellent communications Skills.
- ▶ Maximum Flexibility.
- ▶ Good planning ability.
- ▶ Excellent management and coordination skills.
- ▶ Organizational abilities.

References

- ▶ Raed Hakim 00971 – 55 737 9774
- ▶ Riccardo Sansone Riccardo.sansone@oxfamitalia.org
- ▶ Ahmad Hoballah 00971 – 56 188 0445
- ▶ Giorgio Colombo Giorgio.colombo@yahoo.com