

# KHALED HUSSEIN AL AMMOURI

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Seeking for a full- time work. Where I can contribute my technical and professional expertise to learn and grow in the new role at your organization, and to combine my advanced education with my gained skills to be a good candidate for this position.

## EXPERIENCE

**FEBRUARY 2020 – AUGUST 2022**

**PROGRAM MANAGER, TAFAOL ASSOCIATION.**

Key Responsibilities:

- ❖ Leads the design and development of program strategies and plans with the program team.
- ❖ Ensures the program teams are implementing program activities in line with donor requirements to achieve project outcomes.
- ❖ Supports management team in developing project proposals for new projects.
- ❖ Oversees the monitoring and evaluation (ME) and reporting system.
- ❖ Identifies gaps and weaknesses in operations and develops solutions in close coordination with team.
- ❖ Develops, with the support of Management and Finance team, the budgets and program documents for each pro-gram in line with donor requirements.
- ❖ Leads the budget planning processes to ensure that program funds are expended according to procedures and plans.
- ❖ Manages and oversees full team (program coordinator, program officer, business development specialist, instruct-tors, accountant, and social media/design specialist).
- ❖ Ensures that the program team has a clear understanding of their roles, responsibilities and accountabilities; sup-ported by clear job descriptions to ensure quality performance.
- ❖ Meets with partners staff and community leaders to discuss program improvement as needed.

**MAY 2021 – AUGUST 2022**

**ICT TRAINER, ANERA.**

(Part Time)

Key Responsibilities:

- ❖ Designing authentic educational experiences that develop the necessary knowledge, skills, and attitudes.
- ❖ Teach daily digital literacy and practical technology classes.
- ❖ Provide quality instruction that fosters an academic learning climate, actively supports teaching and learning.
- ❖ Provide a safe and orderly learning environment in the classroom.

- ❖ Maintain the computer labs and an inventory of information and technology equipment (hardware and software); tasks include storage, maintenance, and charging of student laptops and management of printing supplies for student projects.

#### **MARCH 2019 – – FEBRUARY 2020**

#### **EDUCATION SUPERVISOR, LEBANESE ORGANIZATION FOR STUDIES AND TRAINING.**

##### **Key Responsibilities:**

- ❖ Coordination and Monitoring the work of teachers at the school.
- ❖ Support and manage the teachers in their daily activities; ensure distribution of tasks among the teams.
- ❖ Support in proposal writing and share ideas for improving implementation of the education program.
- ❖ Support the development of education work plans on a weekly and monthly basis.
- ❖ Manage, supervise and monitor field staff.
- ❖ Ensure work flow is as it has been planned weekly and monthly.
- ❖ Report issues and constraints to project implementation and operation.

#### **AUGUST 2018 – – FEBRUARY 2019 & SEPTEMBER 2017 - JANUARY 2018**

#### **FIELD WORK INTERVIEWER, MEDICINES DU MONDE FRANCE**

##### **Key Responsibilities:**

- ❖ Data collection in a research study, including sampling, recruitment, consenting, data collection measures (Questionnaire's on mental health, education, psychosocial support, demographics, etc.) in addition to biological samples (saliva and hair), biometrics/anthropometric measurements, and referrals to mental health team – all while ensuring utmost privacy and high standards of ethics.
- ❖ Documentation, filing, quality control, data upload, and securing labeling and storage of biological samples.
- ❖ Collect and analyze data, such as studying old records.
- ❖ Develops or assists in the development of interview schedules; contacts potential subjects to introduce and explain study objectives, and to arrange interviews.

#### **MARCH 2018 – JULY 2018**

#### **HEALTH EDUCATOR, MEDICINES SANS FRONTIERS**

##### **Key Responsibilities:**

- ❖ Give tips and guidance on the importance of vaccination in addition to general advice about some of the dangers and causes of the disease.
- ❖ Provide health and wellness education and advocacy for health care.
- ❖ Educate people about the importance and availability of healthcare services.

#### **JULY 2016 – JULY 2017**

#### **YOUTH FACILITATOR, SAVE THE CHILDREN**

##### **Key Responsibilities:**

- ❖ Facilitated organization's work to achieve goals and delivered life skills and community initiative trainings for youth.
- ❖ Monitored youth group projects and built team work skills and partnership.
- ❖ Worked with youth recreation program also we supported volunteers' activities.
- ❖ Organize a clear weekly plan for the implemented activities.
- ❖ Conduct Education awareness sessions.
- ❖ Planning and monitoring homework support groups

## EDUCATION

**2013– 2017**

**BACHELOR'S DEGREE,** LEBANESE INTERNATIONAL UNIVERSITY

Computer and Communication Engineering.

## COMPUTER SKILLS

- ❖ MS Office (Word, Excel, Outlook, PowerPoint, OneNote, Access).
- ❖ Google Drive (Docs, Sheets, Slides, Forms).
- ❖ Spreadsheets (Excel, Google Sheets, Open Office Calc).
- ❖ Email (mail merge, filters, folders, rules).
- ❖ Presentations/Slideshows (PowerPoint, Google Slides, Open Office Impress, Tableau).
- ❖ Database Management (MS Access, Oracle, Teradata, IBM DB2, MySQL, SQL).
- ❖ QuickBooks. Pro tip: talk about specific applications of your skills: Expense tracking, cash flow management, employee time tracking, reports, payroll.
- ❖ Web (HTML, CSS, JavaScript, WordPress, Joomla, Content Management Systems (CMS), code libraries

## CORE SKILLS

- Good Communication skills.
- Fast and controlled reaction.
- Reliable and accountable.
- Teamwork – Leadership.
- Goal oriented and visionary.
- Cooperative and good team player.
- Initiative and creative.
- Political awareness.
- Negotiation and conflict resolution.
- Ability to write report and proposals.
- Proficient ion computer applications.
- Possess good communication skills.
- Excellent team working skills.
- Knowledge in monitoring and evaluation.
- Good project management skills.
- Ability to write report and proposals.

## REFEREES

Please feel free to contact the under mentioned in regard to my competence for the job at hand.

- ❖ Name of Referee: Eng.Hussein Askar. Title: Executive Director. NGO: Tafaol Association. Contacts: Email: [Tafaool.lb@gmail.com](mailto:Tafaool.lb@gmail.com) Phone: (+961)03860205.
- ❖ Name of Referee: Omar Bayan. Title: Program Manager. NGO: Lebanese Organization for Studies and Training. Contacts: Email: [obayan@lostlb.org](mailto:obayan@lostlb.org) Phone :(+961)76630238.
- ❖ Name of Referee: Patricia Bou Mhogiames Title: Program Manager. Medicines Du Monde France. Contacts: Email: [mdm.lebanon.hr@gmail.com](mailto:mdm.lebanon.hr@gmail.com) Phone :(+961) 03075916.