

Curriculum Vitae of

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Simon El-Khoury



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First Name : Simon

Last Name : El-Khoury

Date Of Birth: 24/1/1968

Marital status : Married

Nationality: Lebanese

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EDUCATION

Lebanese-French University- Lebanon

May 2016 – June 2016

Social Media Specialist

(Administration)

High Traffic Academy- Stanford University.(Online course)

April, 2016.

Online Marketing

(Analysis, Marketing, Advertising, Development)

New Horizons- Microsoft, Beirut.

2001 - 2003

Microsoft Certified System Engineer

(Computer Sciences)

University of Salford, United Kingdom

1996- 1998

Master of Science in

(Communication and Education)

Communication Art (Management, Leadership, Etc...)

(Communication & Educa-

tion)

University of Salford, United Kingdom

1991 - 1995

Bachelor of Science in Management

(Information System and Technology)

(Communication "Computer Sciences & Management")

PROFESSIONAL EXPERIENCE

Development and Education | **University of Technology and Applied Sciences**
Lebanese -French

Deddeh, El-Koura , Lebanon

Jun 2013 – Current job

Development Officer

- Ⓢ Responsible & Developer of CNSS department @ ULF (Caisse Nationale De La Sécurité Sociale)
- Ⓢ Supervising on the implementation of the new smart system application to the Tripoli harbor. Implemented with "Integrated Solutions for Ports" (Egyptian company), As a representative of the "Lebanese - French university", as well as representative of "The Research center of Maritime's studies and common Arab transport "
- Ⓢ **Training developer & HR supporter**
- Ⓢ Projects development.
- Ⓢ Develop the printed materials folder of the University.
- Ⓢ Develop the University's propaganda image, electronically and visually.
- Ⓢ Founder the alumni association from A-Z.

Business Development | **Pinged Technology**

Tripoli , Lebanon (Under Construction)

January 2012 – May 2012

Founder and General Manager

- Ⓢ Automation (Control/Smart House).
- Ⓢ Security System.
- Ⓢ Integration System.
- Ⓢ Advertising & Graphic design.

Local Development | **EU (European Union)**

Beirut, Lebanon

Jun 2010 - March 2012

Business Developer/ Accredited Expert for ESFD project @ El-Mina

- Ⓢ Manage the contracts phases.
- Ⓢ Support Partners to find convenient projects and provide solutions.
- Ⓢ Contact and interact with Associations and Organizations locally and internationally.
- Ⓢ Ensure that all implementation steps during the construction have the correct specification.
- Ⓢ Develop and maintain an overall interface Plan for projects.
- Ⓢ Ensure the development of a project plan relative to its activities as per the contract.
- Ⓢ Resolving all Project Problems between the beneficiaries and Contractors, Clients
- Ⓢ Analyses and evaluate the fact situation of the Project.
- Ⓢ Organize & manage meetings for the partners & the Clients.
- Ⓢ Provide solutions for best implementation and development.
- Ⓢ Manage & Supervise on all implementation steps of the projects.
- Ⓢ Recruit qualified work teams for Projects.

Local Development | **EU (European Union)**

Beirut, Lebanon

September 2004 - October 2010

Projects Manager / Accredited Expert for ESFD project @ El-Mina

- Ⓢ Analyses and evaluate the fact situation of the local society.
- Ⓢ Contact and interact with Associations and Organizations locally and internationally.
- Ⓢ Prepare the proposal plan.
- Ⓢ Prepare the feasibility studies for projects.
- Ⓢ Manage Project Financially.
- Ⓢ Organize & manage meetings for the local partners in projects & the beneficiaries.
- Ⓢ Provide solutions for best implementation.
- Ⓢ Implement all tasks for Projects.
- Ⓢ Manage & Supervise on all implementation steps of the projects.

Architecture & Construction | **Think Design Company**

Beirut, Lebanon

Jun 2006 - February 2007

Projects Manager(Al-Waseet Advertising paper Project In Tripoli, Lebanon)

- Prepare Branch from A to Z For Company use.
- Implement all tasks for the Project.
- Manage Project Financially.
- Supervise on all Designing & Engineering work.
- Supervise on all Equipment Provided.
- Recruit new employees for the Project.
- Provide and Support the Public Relation Strategic for the Branch Starting.

Telecommunication | **Telecsat S.A.L.**

Beirut, Lebanon

October 1998 - August 2006

Public Relation & HR Training Manager

- Ⓢ Analyze with Line Management to determine Departmental training requirements.
- Ⓢ Formulate training policies, programs based on identified training needs.
- Ⓢ Compile data and analyze past and current year training requirements.
- Ⓢ Organize and develop training manuals.
- Ⓢ Plan and coordinate performance management system.
- Ⓢ Imitate new relations which allow new markets to rises
- Ⓢ To consolidate the confidence in the company.
- Ⓢ Train technicians to work in (VHF-UHF- Microwaves-Network) stations

Telecommunication | **Telecsat S.A.L.**

Beirut, Lebanon

1994 - October 1998

Stations & HR Training Manager

- Ⓢ Manage the station's tasks.
- Ⓢ Lead technician teams.
- Ⓢ Evaluate the work done in the stations and their performance level.
- Ⓢ Train technicians to work in (VHF-UHF- Microwaves-Network) stations.

Telecommunication | **Telecsat S.A.L.**

Beirut, Lebanon

1992 - 1994

Maintenance Manager

- Ⓒ Maintenance team manager. [Member of (VHF-UHF- Microwaves-Network) stations management]

Telecommunication | **Inteltec S.A.R.L (Investcom Group)**

Tripoli, Lebanon

1991 - 1992

General Manager of North Branch (North Branch Founder)

- Ⓒ Founder of Tripoli branch of Inteltec company s.a.r.l (sales, marketing & maintenance for many Major brands of wireless communication equipment like (Icom -Okl - Novatell - NEC...)

Publishing House | **Nobilis Maison d'édition**

Beirut, Lebanon

1990 - 1991

Salesman**SKILLS**

- Ⓒ Expert in Projects Management. (*Select appropriate instructional procedures or methods depending on project type*)(*Ensures project documents are complete, correct, and stored appropriately*)
- Ⓒ Expert in Projects Execution, Implementation, Supervision, Evaluating and Problems resolving.(*Effectively applies standard specification, procedures, and methodologies*)
- Ⓒ Expert in Public Relation, Communication and follows up.
- Ⓒ Excellent in Projects Finance.
- Ⓒ Expert in Demonstrating and Training.(*Preparing, managing and implementing workshops that meet the needs of all sectors such as customer service, public relations, procedures, technologies and other refresher training. Organize and develop training manuals, testing and evaluation procedures, multimedia tools, and other educational materials*)
- Ⓒ Expert In leading Meetings and Conferences. (*Effective Communication, Leadership and Management; Select appropriate methods such as workshops, situation-study, demonstrations, simulation exercises, role-play, group instruction, and computer-based (e-conference).*)
- Ⓒ Expert in Applications and Computer Systems. (*Networking, Windows, Linux, Back-track, Ubuntu, Office, Photoshop, Corel Draw, Auto Cad, Web Design, etc...*)
- Ⓒ Expert in Telecommunication Systems and (*VHF, UHF, HF, Encryption, etc...*)

- 🌐 Excellent in Proposal writing, Analyzing, Reporting. (*Projects, Feasibility Study, Statistics*)
- 🌐 Strong Negotiator.

ADDITIONAL PROFESSIONAL EXPERIENCE

Scouting | **Lebanese Scout Federation**

Beirut, Lebanon

2005 - 2006 / 2015 - 2016

National Scout Branch Commissioner

Scouting | **Orthodox National Scout**

Beirut, Lebanon

2003 - 2004

General Commissioner of Scout Association

Scouting | **Lebanese Scout Federation**

Beirut, Lebanon

2001 - 2003

National Programs Development Commissioner

Scouting | **Lebanese Scout Federation**

Beirut, Lebanon

2000 - 2001

National Scout Branch Commissioner

Scouting | **Lebanese Scout Federation**

Beirut, Lebanon

1998 - 2000

National Scout Branch Commissione

ADDITIONAL EDUCATION

(PCT) American Organizations of Training and Development.

September- October , 2015

Professional Certified Trainer

Lebanese Scout Federation & (WOSM) World Organization of Scout Movement-Arabic Regional Office.

August, 2000

International Strategic Leader

Lebanese Scout Federation and French Scout Federation.

September 1998
International Trainer

Lebanese Scout Federation & (WOSM) World Organization of Scout Movement- Arabic Regional Office.

August, 1996
Programs Progression Developer.

Lebanese Scout Federation.

July, 1996
International Units Leader (Wood Badge- Rover Branch)

Lebanese Scout Federation.

July, 1990
International Units Leader (Wood Badge- Scout Branch)

LANGUAGES

Arabic

Fluent
Spoken, Writing, Reading.

French

Fluent
Writing, Reading.

English

Fluent
Spoken, Writing, Reading