

# YUSEF ABBASS

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## PERSONAL DETAILS

Saida, Lebanon  
yousefabbass@hotmail, +96171223590  
LinkedIn: linkedin.com/in/yousefabbass

## WORK EXPERIENCE

### Volunteers Manager

Aug 2022 - Present

Lebanese Red Cross - Disaster Management Sector, Beirut

Managing the database of the DMS volunteers including their data, documents, training records and managing their LRC IDs. In addition to coordinating the volunteer's recruitment process with the volunteer managers at the center level and to increase their capacity.

### Dispatcher

Jun 2021 - Aug 2022

Lebanese Red Cross - Disaster Management Sector, Beirut

Supported the Economic Security team by creating assignments for the Disaster Management teams, dispatching teams to their destinations and managing the related issues faced on the field and reporting back to the supervisor.

### Relief Hotline Operator

Aug 2020 - Jun 2021

Lebanese Red Cross - Disaster Management Sector, Beirut

Handled calls from the affected people, reported calls to the supervisor, registered beneficiaries on the CRM and followed up with them.

### Data entry clerk

Jun 2016 - Dec 2019

Ali Abbass EST., Saksakiyeh

- Maintained database by entering new and updated customers and account information.
- Prepared source data for computer entry by compiling and sorting information.
- Created Excel sheet templates to simplify the data entry and results interpretation.
- Created monthly reports regarding the sales to the line manager.

## EDUCATION

### Bachelor of Business Administration in Management Information Systems

Oct 2016 - Jun 2020

Lebanese International University

GPA: 3.10

Awards: Deans Honor list

## QUALIFICATIONS

- Google Advanced Data Analytics - Coursera
- Gender-Based Violence Information Management System - International Rescue

- Google Data Analytics - Coursera
- Project / Programme Planning (PPP) -IFRC

Committee

■ Monitoring and Evaluation Planning -IFRC

■ Responsible Data Management in Emergencies -  
Save the Children

■ Secondary Data Review and Analysis -IFRC

■ First Aid and CPR Course -Lebanese Red Cross

## VOLUNTARY EXPERIENCE

### Volunteer

Sep 2019 - Present

Lebanese Red Cross - Disaster Management Sector

Working with the Lebanese community and Syrian refugees in programs such as: water, sanitation and hygiene (WASH) program, contingency planning process (CPP), basic assistance (BA) and psycho-social support (PSS).

#### Beirut Blast Intervention participation:

Participating in all of Disaster Management Sector activities: WASH, livelihoods, food and economic security, PSS & RFL, assessment and data collection, shelter, and logistics related activities.

### MEAL IM Volunteer

Jul 2023 - Dec 2023

Save the Children

- Assisted with the development and amendment of databases.
- Supported data collection efforts under an assigned project, including data entry.
- Helped prepare regular reports and presentations on project/program data.
- Assisted with data analysis, including conducting descriptive statistics and other analyses as needed.
- Conducted data verification exercises and managed data cleaning activities.
- Contributed to the development of dashboards and visualizations via Excel and other software.
- Helped in Information system management to ensure the effective operation and maintenance.

## COMPUTER SKILLS

■ Microsoft Office (Word, Excel, PowerPoint, Share Point, One Drive, Outlook).

■ Microsoft Power Platform (Power Apps, Power Automate, PowerBI).

■ Data collection tools (Survey123, Kobo collect, forms)

## SKILLS

■ Working under pressure

■ Multitasking

■ Time-management

■ Communication and writing skills

## REFERENCES

References available upon request.