



MOHAMMAD HASSOUN

4th of May- 1993

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Project & Business Consultant

An incredible hardworking professional with the ability to adapt to any business or job criteria by using relevant project management methodologies and business strategies to enhance the business development process.

EDUCATION

American University of Culture & Education (Badaro) Year: 2019

Business Management Bachelor Degree

(Currently in pursuit of a Higher Education)

Multiple Project Management Certificates, Courses & Trainings done. (All certificates are available upon request)

Multiple (Humanitarian Courses), (Business Skills), (Technical Skills) & (Interpersonal Skills) Certificates, Courses and Trainings done. (All certificates are available upon request)

WORK EXPERIENCE

Psychosocial Support Officer

Amel Association/ International Rescue Committee

10/2020 - 02/2021

Achievements/Tasks

Ensure children reached through IRCs outreach work, have access to the complaints and feedback mechanism & giving Community Focused PSS Sessions.

Implement IRCs outreach strategies & ensuring we are always targeting the most vulnerable and at-risk children who would otherwise not be able to access services &/or information.

Maintaining Safeguarding procedures and a "Do no harm" approach.

Assume full responsibility to conduct pre/post questionnaires in all locations of the specific intervention-following standardized protocols accordingly and ensure reporting is completed on a timely basis.

Develop a work plan to conduct community initiatives with vulnerable and at-risk working children.

Contact: Mrs. Cynthia (HR Manager) Hr@amel.org

Assistant Workshop Manager

Bisco sarl

02/2015 - 10/2020

Pioneer company in manufacturing special vehicles conversions (Ambulances etc...) in the Middle East Region & Supplying Emergency Medical Equipment.

Achievements/Tasks

Project Management cycle using Project Management Methodologies, Budgeting, Project Management tools & software.

Managing multiple projects for NGOs (Local & International) while coordinating & conducting meetings with donors and management.

Quality Management (ISO Guidelines, KKK Guidelines, Local and International NGO/ Corporate Quality Management Guidelines).

Managing all communications related to Projects with Donors, NGOs, Corporates & Stakeholders, Designing & signing off contracts & tenders.

Purchasing Management Duties (Local & International), Stock Management, Production Cost Management & Financial Reporting.

CERTIFICATES

Project Management- Humanitarian Leadership Academy
(02/2021)

Fundamentals of Project Management-Alison
(03/2021)

International Humanitarian Relief Operations- Peace Operations Training Institute
(03/2021)

Financial Planning & Budgeting- Humanitarian Leadership Academy.
(02/2021)

Child Protection & Safe Guarding - Humanitarian Leadership Academy
(02/2021)

Introduction to Core Humanitarian Principles- Humanitarian Leadership Academy
(03/2021)

Social Leadership & Interpersonal Skills- Humanitarian Leadership Academy (03/2021)

SKILLS

- Time Management
- Problem Solving
- Leadership Skills
- Corporate Negotiations
- Communication
- Emotional Intelligence
- Ability to motivate and positively energize others
- Ability to stay calm and focused under utmost pressure peaks.
- Digital and Computer savvy

- *Statistics and Data analysis*
- *Coaching and Mentoring*
- *Critical Thinking*
- *Conflict resolution skills*
- *Project management methodologies*

Operational Management, Project process reporting, Fleet Management & Market Analysis. Training & development for team and/or clients.

Contact: Mr. Ziad Ismail - General Manager (Ziad.ismail@bisco.com.lb)

Business Administrative Support /Senior Indoor & Outdoor Sales & Marketing/ Social Media Management

Bisco sarl

10/2016 - 10/2020

Achievements/Tasks

All Indoor & Outdoor Sales Activities & Duties. (Negotiating Tenders, Deals & Contracts)/ A record of 2,000,000 \$ in Total Sales.

All administrative & Business Support duties (Customer Service, Documentations & Internal Communication, Business Support, Quality Control, Data Entry & System Utility.

Daily Field visits to Corporates/ NGOs & conducting/discussing business needs & deals.

Business Development & Social Media Engagement.

Any other duties asked by the General Manager or upper management. Planning & Reporting.

Contact: Mr. Ziad Ismail - General Manager (Ziad.ismail@bisco.com.lb)

Business Consultant/ Trainer

Polish Center for International Aid (PCPM)/ WFP

2018

Funder by the WFP, PCPM managed a business support program for several villages in North & Beqaa of Lebanon.

Achievements/Tasks

Created training material & presentation for targeted beneficiaries.

Delivered (Sales & Marketing) & (Social Media Marketing) Training sessions (5 hrs each session) to beneficiaries & stakeholders.

Daily Field visits to villages and reporting to security & project manager.

Contact Mrs. Rana Gabi - Country Project Director (Rgabi@pcpm.org.pl)

Sports Facilitator

HOOPS/ UNICEF

03/2012 - 07/2014

Achievements/Tasks

Coordinated & Planned with team for receiving groups of beneficiaries 200 kids (Syrian & Palestinian)

Conduct several sports & healthy activity sessions

Maintaining a safe & comfortable environment

Implementing Child Protection Standards as per UNICEF

Regular Field visits to Tyr and Beirut Fields.

Phoenicia Hotel Beirut-Customer Service 2010-2012

Projects with NGOs:

1. *Lebanese Red Cross .(Project Manager & Coordinator)*

- *(Emergency Medical Services)*
- *(Medical & Social Services)*
- *(Disaster Management Unit)*

2. *UNDP (Project Manager & Coordinator)*

- *Ambulance Tender*
- *3 Mobile Clinics*
- *Vehicles Graphic Design & Labeling*

3. *PCPM (Project Manager & Business Consultant)*



Ref: 006-21

Date: April 15, 2021

From: BISCO sarl

Letter of Recommendation for Mr. Mohammad Hassoun

To whom it may concern,

I have had the pleasure of working with Mohammad Hassoun for the past five years. During this time, he has shown a great deal of enthusiasm for his work and has taken on responsibilities beyond what his position required. He has developed strong relationships with his clients showing excellent communication and negotiation skills. In addition, Mohammad is a motivated employee and embraces any opportunity for professional development and has been assigned several tasks during his work period (Assistant Workshop Manager, Administration & Business Support, Indoor & Outdoor Sales, Social Media Marketing).

Above all, he is a team player that can always count on and knows how to motivate his colleagues.

In short, I would like to highly recommend Mohammad Hassoun as a qualified professional.

Sincerely,

Ziad Ismail
General Manager



EDUCATION, SKILLS, CERTIFICATES & REFERENCES

MOHAMMAD HASSOUN

2021

Project Manager, Business Consultant, Sales & Marketing Specialist, Social Media Specialist & Digital/ Graphic Designing.

EDUCATION

University:

American University of Culture & Education (Badaro)

Year: 2019

Business Management Bachelor Degree

High School:

Greater Beirut Evangelical School (Ashrafieh)

1996 till 2012

Mira Institution

- Assistant Architect AutoCAD map drawing and 3D (MIRA Institution)

Courses, Trainings & Certificates:

Project Management & Business

(Certificates Available)

- Project Management- Kaya “Humanitarian Leadership Academy” (Certificate Available)
- Project Management Methodologies.
- Fundamentals of Project Management – Alison (Certificate Available)
- Financial Planning – Humanitarian Leadership Academy
- Introduction to Market Analysis- Save the Children
- Professional Sales & Marketing (Bisco Dubai)
- Professional Customer Care (Bisco Dubai)
- International Business Development & Customer Support.
- Customer Service & PR Skills – Phoenicia Hotel Beirut
- CRM Software & Project Management Software and tools.
- Online Communications software (Zoom, Team, Skype etc...)

Humanitarian Courses .NGO Trainings Courses & Certifications:

(Certificates Available)

- Humanitarian Relief Operations- Peace Operations Training Institute.
- Introduction to Core Humanitarian Principles- Humanitarian Leadership Academy
- Safeguarding Essentials- Humanitarian Leadership Academy.
- Introduction to Humanitarian Aid- Deakin University.
- Safeguarding – Humanitarian Leadership Academy.

International Rescue Committee (IRC):

(Certificates Available) :.

- IRC Personal Safety & Security- Includes all the below
- Child Protection & Community Psychosocial Support (PSS)
- Handling Bullying (International Rescue Committee
- Safe identification & Referral
- Stigma & Social exclusion for people with disabilities
- Prevention of Sexual Abuse & Exploitation
- Identifying suicidal warning signs
- Child Protection, SIR & Communication skills

Save the Children

- FIELD Programme – Kaya
- Equality, Diversity & Inclusion- Save the Children (Certificate Available)
- Safeguarding - Save the Children (Certificate Available)
- Staff Care and Wellbeing- Save the Children (Certificate Available)
- Recruitment & Induction in Emergencies- Save the Children (Certificate Available)
- FIELD Visit Challenge - Save the Children (Certificate Available)
- People Management- Save the Children (Certificate Available)
- Performance Management- Save the Children (Certificate Available)

Technical Skills & Trainings

(Certificates Available)

- Time Management – Alison
- Emotional Intelligence- Alison
- Interpersonal Skills- Alison
- Social Leadership- Humanitarian Leadership Academy
- Sketchup (3D Modeling)

Professional References

Lebanese Red Cross	Medical & Social Services Manager	Mrs. Nadine Hneine
Lebanese Red Cross	EMS Quality Manager	Mr. Rony Khoueiry
Liban Post	Marketing Manager	Mr. Ronnie Richa
Liban Post	Senior Project Manager	Mrs. Badia Fidaoui
UNDP	Senior Graphic Designer	Mrs. Rana Swaidan
PCPM	Country Project Manager	Mrs. Rana Gabi

Note More details can be given upon specific request (Emails & Personal Mobile Number)

More professional references can be given upon request.