

Bilal Nabil Nasser

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❖ Education

Lebanese International University – Beirut Lebanon

10/2015-6/2018

B.S. in Management Information System

Relevant Courses: Project Management, Data Management, Operation Management, Operation Research, Customer Service, Marketing Theories.

Rafic Hariri official High School – Aramoun, Lebanon

9/2014 – 5/2015

Lebanese Baccalaureate II degree - emphasis in General Sciences

❖ Work Experience

- **Association of Charity and Voluntary Convention (CVC)** – Lebanon **3/2024 – Present**
 - **Operations Manager**
 - Developing yearly strategic plan, work plan, related action plans and budget for all programs.
 - Developing Quarterly, Monthly and Weekly reports for management.
 - Monitoring execution and quality for all operations done by CVC teams.
 - Planning for big events happens in Lebanon.
 - Monitoring all project proposals addressed to donors.
 - Administering communication and media materials.
 - Keeping track of team's performance.
 - Documenting outcomes and drawing upon it to improve procedures and approaches.
 - Planning Delegation's tours and activities in all Lebanon.
 - Fundraising tours in Kuwait, UAE, and Europe.
- **Union of Relief and Development Associations (URDA)** – Lebanon **7/2021 – 3/2024**
 - **Deputy Manager – Fundraising and Marketing**
 - Developed work plan, related action plans and budget for various projects.
 - Planned monthly marketing plan for URDA social media and for donor's projects in Lebanon.
 - Monitored execution and quality.
 - Wrote project proposals addressed to donors.
 - Developed marketing plans for different projects.
 - Administered communication and media materials.
 - Kept a track of team's performance.
 - Developed Quarterly, Monthly and Weekly reports for donors.
 - Documented outcomes and drawing upon it to improve procedures and approaches.
 - Managed fundraising activities.
 - Planned Delegation's tours and activities in all Lebanese countries.
 - Guaranteed donor's rules and regulations implemented.
- **Lebanese International School** – Lebanon **9/2019 – 6/2021**
 - **Activities and Communication Manager**
 - Managed and led activities for student life department.
 - Coordinated student's extracurricular club's programs.

- Administer digital media campaigns.
- Developed monthly reports on insights and page growth.
- Designed and produced communication materials.

• **Irshad and Islah organization – Aramoun Branch, Lebanon**

10/2013 – 7/2019

1. Fundraising and Project Manager

- **Aramoun Branch Center Expansion (9/2018 – 6/2019):**
 - Developed marketing plan.
 - Managed different fundraising activities.
 - Write project proposals addressed to donors.
- **“Extremely Fun” Club (9/2018 – 6/2019)**
 - Prepared feasibility studies for the different activities.
 - Managed media platforms.
 - Planned extracurricular educational activities.
 - Exploited sites to implement activities.
- **“A” Grade Center (10/2017 – 7/2019)**
 - Managed the administrative and financial operations of the Center.
 - Led social media campaigns.
 - Coordinated the teaching process.
 - Recruited, trained, and supervised junior staff.
- **Summer and Winter Camps Manager - Ghadi Center (2/2014 – 6/2019)**
 - Prepared feasibility study for annual camps.
 - Developed programs’ schedules.
 - Led team of volunteers
- **Activities Manager – Youth Department (10/2013 – 6/2018)**
 - Approved annual Schedules.
 - Led teams of volunteers.
 - Planned monthly trips/activities
- **Logistics Manager- Festivals (3/2015– 9/2018)**
 - Planned and managed the organization of seasonal festivals.

2. Chief Secretary in different departments

9/2013– 6/2019

- Took minutes of meeting.
- Prepaid periodic reports.
- Managed databases.
- Developed and implemented new policies and procedures.

❖ Extracurricular activities

○ **Muslim Scout of Association of Lebanon**

12/2012 – 10/2021

- Beirut’s legation secretary.
- Scout group leader.
- Certified trainer of leaders.
- Project manager for relief programs.
- Media committee member.

○ **Member of "إنسان رغم القضيان" initiative**

1//2015-1/2016

❖ Professional Development

- Training of trainers: الأكاديمية العربية العالمية للتدريب والتطوير (2017)
- Be Perception (2018): مهارات في قيادة الأعمال
- الأكاديمية العربية العالمية في التدريب والتطوير: التخطيط الإستراتيجي في مؤسسات المجتمع المدني (2018)
- (2015) مركز مهارات للتدريب والتطوير: إدارة الجودة في مؤسسات المجتمع المدني
- (2016) مركز مهارات للتدريب والتطوير: الحقيبة الإدارية الأولى
- (2016) مركز مهارات للتدريب والتطوير: أساسيات التصوير الفوتوغرافي
- (2016) جمعية الإرشاد والإصلاح: مهارات في أمانة السر

❖ Summary Skills and Hobbies:

- **Language:**
 - Fluent in Arabic (native), good in English (writing, reading and speaking).
- **Skills:**
 - Flexible, work under pressure, possess good time management skills, work efficiently individually and within a team.
- **Computer Skills:**
 - Microsoft Office (Word, Excel, PowerPoint, Access, Publisher), MySQL Workbench, WordPress, Movie Maker Tableau.
- **Media Skills:**
 - Drone, Videography, Photography, Social Media content, Premiere, Photoshop, Illustrator.
- **Hobbies:**
 - Football, Camping, Hiking.

❖ References:

- **Jihan Kaisi; Executive Director, URDA**
 - 03813140
 - Jihan.kaisi@urda.org.lb
- **Salahuddine El-Mogharbel, Life Student Manager, Lebanese International School - Irshad and Islah**
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- **Saeddine Anouti; Human resource manager, SETS**
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- **May Termanini, "Ghadi" Manager, Aramoun Branch**
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