

Khaled Chamseddine

Saida, Lebanon

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A resourceful, dedicated, and highly proactive field worker and mechanical engineer with experience in organizations coupled with technical academic skills. My experience covers social assessments, technical assessments, outreach activities, data collection and analysis, quality control, system-map designing, sales, and business development within the Humanitarian and Mechanical Engineering sectors. Capable of working as part of a team and individually whilst presenting a resilient and positive image to management and stakeholders. Areas of expertise include:

- Technical and Social Assessment
- Humanitarian Assistance
- Data Collection & Analysis
- Community Outreach
- Emergency Response
- Entrepreneurship & Business Development
- Mechanical Engineering
- Monitoring & Reporting
- Programming Languages

Professional Experience

Norwegian Refugee Council – Beirut, Lebanon

Nov21-Present

Technical and Social Field Worker

- Conducting technical and social community field visits in 10 targeted vulnerable neighbourhoods in order to identify and define the evident needs
- Navigating the diverse needs of around 2,000 households and referring them to entities who can provide them with the assistance and support needed
- Performing multi-sectorial needs assessment to collect the needed data through filling more than 1,300 surveys using KoBo Collect Software
- Maintaining an up-to-date archiving system to ensure filing of all documents in hard and soft copies
- Assisting in conducting regular assessments and producing relevant reports (including focus group discussions, questionnaires,
- Writing clear and concise reports regarding any observed protection case and referring it to the outreach team responsible for necessary support
- Supporting the Shelter and WASH Officer as well as the Protection Officer and BML team on relevant duties as required by the project outreach team

Development for People and Nature Association (DPNA) – Saida, Lebanon

May21-Nov21

Outreach Team Leader

Improving Access of Children at Risk and Survivors of Violence Exploitation and Abuse to Improved and Equitable Prevention and Response Project with Save the Children & UNICEF (Jul21-Nov21)

- Developed the outreach plan, inclusive of zoning and targets, for a team composed of 4 volunteers and led that team throughout the outreach process
- Supervised the team while recording data on more than 300 potential beneficiaries and monitored that data while ensuring any missing information was recollected via calls and/or home visits
- Supported the animators during the community-based sessions conducted and delivered energizers and break activities to more than 70 beneficiaries
- Assisted the Project Manager and Center Coordinator with the center preparation and logistics setup prior to project initiation
- Submitted session attendance sheets for the beneficiaries to the M&E Officer and aided with data entry
- Ensured safety regulations and policies were implemented in the center and bus by the project team and beneficiaries

Multi-project Volunteer

Food and Hygiene Assistance & Vaccine Registration Project (May21-Jul21)

- Distributed 1,000 food kits and 550 hygiene kits in 4 districts in Lebanon as a part of the response to COVID-19 spread with the Youth Resolve Team
- Helped pack and distribute 1,000 food kits to vulnerable families across Lebanon through a project funded by Secours Populaire Français
- Supported with the vaccine informative and registration campaign under the supervision of the LHF Field Officer and assisted with the distribution of IEC materials through community teams and door-to-door informative visits

Masri Trading Engineering Contracting (MTEC) – Saida, Lebanon

Dec20-Jan21

Mechanical Engineering and Design Trainee

- Generated the AutoCAD drawings for two water-supply-piping systems under the supervision of the project engineer
- Conducted site visits to monitor the implementation of the project to ensure delivery on time and within allocated resources
- Organized visits to multiple projects implemented by MTEC to oversee the work and attain further insight on engineering foundations

Jubaili Bros – Saida, Lebanon

Aug19-Sep19

Mechanical and Electric Engineering Trainee

- Assembled electric generators and their control-panel-functioning systems under the supervision of the assembly line technicians
- Was trained on the machine that designs the metal sheets used for the production of generators by the design engineers
- Assisted the maintenance and after-sales support teams during their visits to diverse project sites

Consolidated Constructing Company (CCC) – Jazan, Saudi Arabia**Jul18-Aug18****Testing and Quality Control Mechanical Engineer Trainee**

- Rotated amongst the drawing, IT, data management, planning, cost control, and quality control in-office departments
- Practiced welding, equipment alignment, pipeline testing, and metal nuts/bolts selection for the Jazan Integrated Gasification Combined Cycle Project

Chamseddine Gallery – Saida, Lebanon**Oct17-Oct21****Business Development and Sales Assistant Manager**

- Represented the company in-gallery and during client visit and managed the business' social media platforms
 - Retained more than 35 clients and increased annual revenue by more than 40%
 - Sourced, negotiated, and purchased needed materials from a wide range of suppliers
 - Planned and organized the delivery of the finished products to the clients while maintaining after-sales services
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Academic Qualifications

Beirut Arab University**Sep14-May20****B.S. in Mechanical Engineering****Certificate in Swimming Pool Design, Operation, and Maintenance****Iman High School****Sep99-Jun14****Lebanese Baccalaureate in Life Science**

Additional Experience & Volunteering

ϕFIDA Team – Professional Basketball Player

ϕSaida Municipality – Volunteer

References

ϕHasan Jaafar - *Shelter and WASH Officer at Norwegian Refugee Council*, +961-71-440858, hasan.jaafar@nrc.noϕNatalia El Hariri - *Project Manager at Development for People & Nature Association*, +961-70-350395, nataliaelhariri@outlook.comϕMohamad Kanaan - *Associate Professor at Beirut Arab University*, +961-7-985858 ext. 3425, m.kanaan@bau.edu.lb
