

ANTOINE BARHOUM



Executive Profile

A motivated and energetic Human Resources practitioner with a demonstrated history of working for the community. A dedicated facilitator worker who uses his communication and problem-solving skills, as well as his empathetic personality to help a diverse group of individuals in need for help. After serving as a government officer, I became a human rights advocate and someone who promotes adherence to safety rules and regulations.

Work Experience

World Vision | Facilitator Worker - Department of Water Sanitation and Hygiene (WASH) and Education | 2021 - Present

World Vision is a non-profit organisation and one of the world's leading humanitarian development and advocacy organisations. It operates in nearly 100 countries worldwide and aims to implement programs that are developed to help citizens, children, and refugees in Lebanon. Among others, these programs include child protection, medical attention, educational development, and poverty.

- Conduct field visits to refugee shelters to distribute basic and primary needs for specific designated areas.
- Collect, evaluate, and record data after verifying accuracy, while adhering to strict privacy guidelines.
- Facilitate referrals for Lebanese citizens and Syrian refugees after reviewing and analysing the needs of all cases that require special services.
- Assess and monitor all cases using telephone and in-person interviews to ensure that the appropriate services are provided, and that methods and plans are implemented adequately.
- Provide counselling services to various communities, such as health, self-awareness, and educational sessions.
- Prepare a feedback report based on each case and participate in weekly meetings to discuss issues detected, data obtained, and the implementation of community-selected programs.

Tanmia Food Company - Administrative and Accountant Assistant | 2020 - 2021

Tanmiah is one of the leading chicken meat processing companies in the Middle East. They produce and supply poultry and other meat products, handling the entire supply chain operations from hatching to broiler growing, processing, and distribution.

- Monitored the quantity and quality of incoming and outgoing stocks while visiting and overseeing different store areas.
- Prepared daily transactions and maintained the database system by transferring physical records into a digital filing system, and updated stock data after collection.
- Created financial documents such as bills, invoices, payable, receivable, and purchase orders.
- Assisted in the preparation of payroll activities and the release of salaries.
- Reported regular supply of materials, as well as stock damage and food waste.

Caves Abou Hanna - Sales Development Representative Intern | 2021

On a mission to reproduce their ancestors' vintage wine since 1954, Caves Abou Hanna is a wine production business that produces and sells wine in the Lebanese market

- Identified prospective customers and maintained an accurate record of new and existing buyers.
- Communicated with potential customers and negotiated with retail stores to increase product awareness in one-on-one meetings and telephone interviews.
- Analysed and reported market trends and suggested strategic changes to improve sales outcomes.
- Evaluated and recorded customers' and retailers' feedback.

Internal Security Forces - Adjutant | 2011 - 2020

The interior security forces are general armed forces, and its authorities incorporating all the Lebanese lands as well as the territorial waters and airs.

- Escorted and protected Lebanese officials, including ministers, politicians, and judges.
- Lead and supervised new group members of Security Forces by tracking performance, needs, behaviours, and well-being.
- Provided physical education training for new members, as well as conducted training sessions on Lebanese laws and regulations.
- Managed the administrative duties of the Security Forces, including approving absence permits, preparing legal documents and paperwork, and establishing reports of work schedules.
- Contributed to networking with different members and units of the security forces to ensure the safety of colleagues on missions, public safety and human rights, law enforcement, and overall state security.

E d u c a t i o n a l H i s t o r y

Lebanese International University | 2022 - Expected 2024

Master of Science in Business - Human Resources Management

Lebanese International University | 2019

Bachelor of Business Administration - Management

C e r t i f i c a t i o n s

Michel Daher Social Foundation | 2021

The Career Bridge - Professional Skills Development Program -
Microsoft Office 365 Training

World Vision | 2021

Child Protection & Safe-guarding Policies

S k i l l s a n d L a n g u a g e s

Skills Summary

Teamwork Oriented, Detail-oriented, Group and Employment
Training, Decision-making, Problem-solving, Case Management,
Customer Support, Communication Skills, Interpersonal Skills,
Emotional Intelligence, Conflict Management, Time
Management, Adaptability.

Languages

Arabic | Fluent and Native
English | Fluent and Proficient
French | Fluent and Proficient

C o n t a c t D e t a i l s

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