

Maroun Farah

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Family Status: Married

Nationality: Lebanese

Address: Charbel Farah Bldg, St. Mema Str
Hboub, Lebanon

IT Administrator

IT Administrator with over 5 years of professional experience in the IT Solutions Industry. Experienced in managing and executing daily IT tasks in different sectors. Demonstrated capabilities in building effective relationships with senior managers, and influencing cross-functional, multicultural teams across geographic regions. Keen to learn new technologies and staying up-to-date with new inventions. Fluent in English, French and Arabic.

Key Areas of Skills and Abilities:

Critical Thinking | Professional Presentations & Seminars | Motivated | Hard Worker | Efficient in Team | Superior Multicultural Communication Skills | Inventory management | Contract law and negotiations | Documentations and Reporting

Technology & Software: Microsoft Office: Word, Excel, Power Point, AutoCAD 2D/3D, Windows installation, Adobe Photoshop, Corel Draw.

EDUCATION & PROFESSIONAL CERTIFICATIONS

BS in Computer & Communication

Art Science Technology University of Lebanon (AUL), Jounieh, Lebanon – February 2012

Baccalaureate in Life Science (SV)

C.S.M.S Beit Habbak, Lebanon - 2008

Certificate of completion – Save the children personal safety and security

Department of global safety and security – 2020

Certificate of completion – Preventing corruption in humanitarian aid

Humanitarian leadership academy – 2020 / Provider(s): Transparency International Norway,
International Federation of Red Cross and Red Crescent Societies (IFRC)
Powered by

Certificate of completion – Personal safety and security - Save the Children International

Humanitarian leadership academy – 2020 / Provider(s): Save the Children

Certificate of completion – Prevention of Sexual Exploitation and Abuse

Humanitarian leadership academy – 2020 / Provider(s): UNHCR - The UN Refugee Agency

Certificate of completion – Social Entrepreneurship

SEE Change - 2021

PROFESSIONAL EXPERIENCE

MEL Officer (Monitoring, Evaluation & Learning)

Association Nabad For Development – Fanar

February 2021 till June 2022

NABAD, is a civil, non-governmental and non-profit organization working on the alleviation of human suffering, dismantlement of injustices, development of impoverished and disenfranchised communities, and empowerment of individuals.

Key Roles and Accomplishments:

- ✓ Create a detailed implementation plan, a framework and procedures for the monitoring and evaluation of project activities
- ✓ Provide overall management for the design and implementation of a project's M&E system, working closely with other staff, consultants and provide progress updates to the project manager, donors and partners.
- ✓ In charge of defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
- ✓ Serve as the primary point person for all monitoring and evaluation related work.
- ✓ Develop and refine various data collection instruments (both quantitative and qualitative), and maintain a results database, as well as data collection procedures (eg. Logical framework, project performance tracking, indicators, data flow chart, M&E manuals, data collection templates...)
- ✓ Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.
- ✓ Suggest ways to facilitate data collection and the flow of data within program field teams.
- ✓ Support the operations field team in their role to collect and enter data from participants through registration database and surveys.
- ✓ Train staff on the accurate use of the monitoring systems, providing ongoing coaching/support through regular site monitoring visits, and ensure quality control and problem solving as needed.
- ✓ Perform analysis of quantitative and qualitative data, draft reports presenting the results of the analysis, and share the findings in an appropriate format.
- ✓ Report to and alert the project team on a regular basis regarding any anticipated project issues, risks and any emerging opportunities and threats to the project implementation related to this role.
- ✓ Ensure all MEL-related data and files are properly organized and stored.

Outreach Worker

Association Nabad For Development – Fanar

November 2020 till February 2021

NABAD, is a civil, non-governmental and non-profit organization working on the alleviation of human suffering, dismantlement of injustices, development of impoverished and disenfranchised communities, and empowerment of individuals.

Key Roles and Accomplishments:

- ✓ Conduct field assessment required for livelihood component through the phone calls and field visits.
- ✓ Assist in the data collection on the local SME and enter the collected information into the database .
- ✓ Support MEL team in monitoring the impact of Nabad's work and support Livelihoods team in conducting vulnerability profiling assessments and livelihoods assessments.

IT ADMINISTRATOR

SEG – Beirut, Lebanon (HQ)

November 2012 – June 2020

SEG is an international contracting company based in Beirut, serving clients in Lebanon, Qatar, Algeria, Morocco, Bahrain, Abu Dhabi, Dubai and Iraq. SEG specializes in general contracting for building construction and has more than 4000 Professional employees and contractors working in a wide range and scale of projects throughout the world.

Key Roles and Accomplishments:

- ✓ **Oversight and direction over all IT branches and staff** including: managing communications, planning, monitoring, and appraising job results, and serves in roles of coach and counsel for all employees.
- ✓ **Selection of staff and teams**, including sourcing, recruiting, and training employees, and creating opportunities for growth and professional development.
- ✓ **Maintains SEG's effectiveness and efficiency** by defining, delivering, and supporting strategic plans for implementing information technologies.
- ✓ **Created a VPN between Lebanon HQ and remote sites**, ensuring continuous connectivity and accelerated exchange of data from our centralized HQ.
- ✓ **Following up and ensuring the right execution of daily IT Tasks**, Updating and monitoring IT user accounts, manage and maintain mainframes and server, troubleshoot network problems related to every component, managing secure network access for remote users.

Assistant Sales Coordinator

SODAMCO S.A.L – Beirut, Lebanon

January 2012 – November 2012

Sodamco-Weber is a major player in the field of industrial mortars and concrete admixtures over the past years. With more than 600 employees and 230 specialized professionals, Sodamco-Weber manufactures and markets quality construction chemical products particularly suitable to the building standards and specific climate conditions in more than 9 countries of the Middle East, such as: Lebanon, Syria, Jordan, UAE, Qatar, KSA, Kuwait & Oman.

Key roles and Accomplishments:

- ✓ **Provide Office Support for Sales Team**, Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- ✓ **Manage Distribution of Sales Materials**, ensure the adequacy of sales-related equipment or material
- ✓ **Respond to complaints** from customers and give after-sales support when requested.
- ✓ **Store and sort financial and non-financial data** in electronic form and present reports.
- ✓ **Handle the processing of all orders** with accuracy and timeliness.

NETWORK ADMINISTRATOR

Sam's Network & PC STORE) – Jubail, Lebanon

February 2010 – December 2011

Roles & Responsibilities:

- ✓ Network administrator - Sam's Network & PC Store Support & Troubleshooting
- ✓ Network Installation and Maintenance.
- ✓ Determining source of a Problem and solutions providing
- ✓ Network Configuration and Security.
- ✓

HOBBIES AND SOCIAL INTERESTS

Travel and learning about different cultures, learning languages, and sports Football, Volleyball, Basketball, Swimming, Sports Consultant at Hboub Club.