

Yehya NASSEREDDINE

Graduated Mechanical Engineer

A graduated Mechanical Engineer with more than three years of experience working as a social worker in humanitarian field. Strong history of using active listening and communication to assess client needs and locate or promote appropriate community resources. Highly developed professional communication and interpersonal team-building expertise. Show a positive work ethic and a commitment to efficiency and integrity.

✉ yehya.nassereddine@outlook.com

☎ +96170161967

📍 Beirut, Lebanon

WORK EXPERIENCE

Enumerator

"Cash for Education" UNICEF Project implemented by LOST

03/2023 - 04/2023

Bekaa, Lebanon

Achievements/Tasks

- Conduct routinely visits to schools in order to collect data from the parents of children whose names are listed in the program.
- Ensure that data is collected and analyzed properly according to the adopted program.
- Help the parents know how to use the financial aids effectively.

Contact : Manal Zaiter (Field Officer) - +961 03 385 052

MEAL Assistant

"Water and Environmental Protection" Project by Assi Development Association - A.D.A

07/2022 - 03/2023

Bekaa, Lebanon

Achievements/Tasks

- Support in developing and updating tools for data collection, processing, and analysis.
- Collect data on regular basis and as necessary through daily site visits.
- Report to the project team regarding any anticipated project issues.
- Ensure all MEAL-related data and files are properly organized and stored.

Contact : Fidaa Sahily (Project Coordinator) - +961 71 020 498

Evaluator/Mystery Shopper

Ipsos Interactive Services – MENA

11/2021 - 05/2022

Dubai, UAE

Achievements/Tasks

- Conduct surveys or focus groups to gather information about participant satisfaction with program offerings.
- Summarize findings from evaluations in written reports that are clear and easy to understand.
- Evaluate the customer service of staff to develop and implement methods for data collection and analysis.

Contact : Ms. Cynthia Srouji (Production Manager) -
Cynthia.Srouji@ipsos.com

EDUCATION

Bachelor Degree in Mechanical Engineering

Beirut International University (BIU)

10/2015 - 06/2020

Beirut, Lebanon

SKILLS

Strong Oral and Written Communication Skills

Ability to Multitask

Data Entry

Team Worker

Excellent Phone Etiquette

Detail-oriented

Data Collection and Analysis

Creative Thinking

Strong Inclination for Customer Service

Documentation

Report Writing

Meeting Minutes Writing

Strong Organizational and Coordination Skills

Knowledge of Quantitative and Qualitative Methods

EXTRACURRICULAR ACTIVITIES

"Prevention of Sexual Exploitation and Abuse (PSEA)" Course by UNICEF (01/2023)

Data Entry Team Member Volunteer at Popular Aid for Relief and Development (10/2020 - 11/2020)

Documenting and entering data for the Food Security Project in Nabaa, Karantina and Burj Hammud.

INTERNSHIPS

Animator Trainee at Save the Children (02/2015 - 12/2016)

- Workshops on children's rights and the effective ways to understand children and deal with them properly.

Trainee at ASMAE (04/2013 - 03/2014) (04/2013 - 03/2014)

- Series of workshops on mission, goals, and conflict resolution.

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

French

Full Professional Proficiency

Russian

Limited Working Proficiency

TOOLS

Microsoft Suites

Xero

Wave

Kobo

SPSS

JotForm