

Bassem Al Fakih

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Education

- **Masters in Project Management** 2014 - 2015
Cardiff Metropolitan/British Academy of Lebanon/MUBS • Beirut

Master's Degree in Project Management by Cardiff Metropolitan UK (finish date: August 2015) & MUBS with accordance to British Academy of Lebanon.

- **Bachelor's Degree in BIS** 2008 - 2011
MUBS • Beirut

Modern University for Business and Science (MUBS), Beirut-Lebanon 2011- Bachelor of Business Administration major BIS (Business Information Systems).

Experience:

Grants & Proposal Writing Consultant June 2023

Centre Euro Arabe • France

- Research potential donors and develop fundraising proposals for a company or NGO.
- Submit proposals to said donors through their preferred methods. Building trust relationships with the donors, as this is extremely important in attracting financial resources.
- Study and understand the history, structure, objectives, programs and financial needs of the organization. Formulating integrated projects coupled with economic and social feasibility studies.
- Research grant opportunities from government and non-government agencies. Involve the specialists in providing opinions, advice, and enlightenment with their proposals.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant coordinators for approval
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

Reference: Project Coordinator – Ramzi Abo Ismail (+33 7 44 12 15 44) /
ramzi@centreeuroarabe.org

Fundraising Coordinator Feb 2023 – May 2023

URDA (Union of Relief & Development Associations) • Beirut

- Aid in preparing an integrated marketing plan and follow up on its implementation.
- The use of studies before the process of developing strategies, where this is done by developing the best possible strategy to achieve the highest percentage of project marketing.
- Building trust relationships with the donors, as this is extremely important in attracting financial resources.
- Adopting a policy of transparency and clarity in determining the areas in which the money will be spent.
- Formulating integrated projects coupled with economic and social feasibility studies.
- Training those involved in developing financial resources in communication and persuasion skills in coordination with and motivating human resources.
- Involve the specialists in providing opinions, advice, and enlightenment with their proposals.
- Using modern technology to develop financial resources.
- Paying attention to the media role and informing the community and donors of the Foundation's goals, activities, and achievements. Activating cooperation between charitable societies. Benefit from the pioneering experiences of charities.
- Seeking trusts from trusts, as the testimony of an external party is considered one of the strongest supporting credibility.
- Confronting the crises that the institution may be exposed to in the lack of funding and finding new solutions and opportunities.
- Follow-up and control of all marketing activities, with the aim of minimizing errors and correcting deviations.
- Follow-up on advertising programs related to marketing, and assess the degree of their response, thus identifying the shortcomings and weaknesses in them, while ensuring that they are addressed and resolved.
- To suggest appropriate agreements and partnerships that support marketing and build trust with donors.
- Aid in planning to implement media campaigns that serve project marketing in cooperation with the Media Department.
- Follow up with the media, journalistic and artistic community to prepare editorial designs and materials related to promotional activities.
- Prepare reports on marketing activities, foreign visits, and upcoming delegations.

Reference: Executive Director – Jihan Kaisi (+961 81 451 775 or +961 3 813 140) /

jihan.kaisi@urda.org.lb

Floor Manager May 2022 – Aug 2022

Cravia Inc. (Zaatar w Zeit) • Abu Dhabi

- Leading shift, training, supervising and appraising staff.
- Managing budgets, maintaining statistical and financial records.
- Handling customer queries and complaints.
- Cash outs, closing/opening duties (BOH&FOH)
- Ordering/Receiving merchandise (food and non-food products), in compliance with Abu Dhabi health and food control inspection and municipality rules.
- Maintenance and operational management.
- Daily reports to office and management.
- Prepare monthly P&L reports and weekly KPI's.

Field Admin Assistant Mar 2021 – Dec 2021

World Vision • Beirut

- Administrative support in warehouse management and field operations.(BML BER, Education PSS, WASH)
- Prepare weekly distribution plans and coordinate with WVL Security Department.
- Preparation of monthly payments for casual workers.
- Support for the maintenance and assignment of vehicles to field staff Education.
- Handle Procurement Requests and Coordination with Suppliers, support in coordinating with suppliers to receive items in the warehouse (GRN, PO, PR, and RF).
- Managed a group of Casual Workers at the warehouse, supported in receiving items from suppliers, getting items ready for distributions, sending the needed items/quantities for field distributions and counted Inventory for different projects.

Reference: Mr. Eyad Al Atrash (+9613448897)/ eyad_alatrash@wvi.org

Social Worker Aug 2020 – Mar 2021

World Vision • Beirut

- Conducting phone calls to a range of families, based on the validation plan, to gather the needed data and fill the appropriate tools.
- Field operational support in the distribution under WASH, Food Assistance, and Shelter support.
- Support in the field visits needed to identify sites and getting them cleared by the needed entities.
- Support in the warehouse items management, quality control of products and sticking the needed visibility logos on the items among other tasks. Provide the needed reports as requested by the project team.

Reference: Rima Ghanem (+9613044170)/ rima_ghanem@wvi.org

Store Manager Apr 2017 - May 2020

Ammouri Est. • Beirut

- Managing Pricing and Stock Control, inventory management.
- Maximizing profitability and setting/meeting sales targets.
- Ensuring compliance with health and safety legislation.
- Preparing promotional materials and displays.
- Liaising with head office, paying store liabilities and following up payments, daily cash out and store sales management.
- Recruiting, training, supervising and appraising staff.
- Managing budgets, maintaining statistical and financial records.
- Handling customer queries and complaints.

Floor Manager Jun 2016 - Mar 2017

Cravia Inc. (Zaatar w Zeit) • Abu Dhabi

- Recruiting, training, supervising and appraising staff.
- Managing budgets, maintaining statistical and financial records.
- Handling customer queries and complaints.
- Cash outs, closing/opening duties (BOH&FOH)
- Ordering/Receiving merchandise (food and non-food products), in compliance with Abu Dhabi health and food control inspection and municipality rules.
- Maintenance and operational management.
- Daily reports to office and management.
- Prepare monthly P&L reports and weekly KPI's.

Operations Assistant Aug 2015 - Jan 2016

Relief International • Beirut

- Provide assistance on program operations and staff support on daily basis.
- Managing budgets, Petty cash, and maintaining statistical and financial records.
- Procurement procedures proper control and documentation for payments, processing of PO and non-PO vouchers, RF, PR, RFQ, processing all financial transactions.
- Maintenance of the internal expenditures control system which ensures vouchers correspond to proper transactions and follow up payments with suppliers, quotation control and purchasing.
- Inventory control, fleet assistant and logistics.
- Hotel and seminars reservation for staff and visitors, focal point between RI and banquet manager, event operations lead and trainings.

Reference: HR-Randa Al Ahmad (+961 71 496 474) / randa.ahmad@ri.org

Data Entry May 2015 - Jul 2015

Relief International • Beirut

- Update and maintain information on computer systems and in archives.
- Manage and control up to date and useable data for programs.

Restaurant Floor Manager Mar 2012 - Dec 2013

Cravia Inc. (Zaatar w Zeit) • Abu Dhabi

- Recruiting, training, supervising and appraising staff.
- Managing budgets, maintaining statistical and financial records.
- Handling customer queries and complaints.
- Cash outs, closing/opening duties (BOH&FOH)
- Ordering/Receiving merchandise (food and non-food products), in compliance with Abu Dhabi health and food control inspection and municipality rules.
- Maintenance and operational management.
- Daily reports to office and management.
- Prepare monthly P&L reports and weekly KPI's.

Floor Manager Jun 2008 - Aug 2009

ProMart • Saoufar

- Accountant and cashier.
- Database Information (Input-Output), Data Analyst.
- Conducted daily reports on merchandise, inventory, sales, profit, and loss.
- Assist IT manager in specific ProMart software.
- Receiving FMCG products, dairy, fresh meat, fruits & vegetables, and other food and non-food items.
- Handling vendors and quotations.

Certificates and Awards

- Proposal Writing Training Completion (Active Voice – March 2023)
- JavaScript for beginners using HTML & HTML5 (Udemy 2022)
- Code Foundations Skill Path Certificate (CodeCademy 2022)
- CSS course Certificate of completion (CodeCademy 2022)
- HTML course Certificate of completion (CodeCademy 2022)
- TSI Quality Services Person in Charge Award (PIC level 2 with merit)-Dubai, UAE
- UN Pre-Hospital Emergency Care (PHEC) by PACIFIC MEDICARE
- United Nations First Aid Course by PACIFIC MEDICARE

- Procurement and Logistics Certificate (DisasterReady.org, 2021)
- Personal Safety and Security Certificate (DisasterReady.org, 2021)
- Managing Travel in Crisis Certificate (DisasterReady.org, 2021)
- Distribution of Relief Goods Certificate (DisasterReady.org, 2021)
- Response Operation in Charge Certificate (DisasterReady.org, 2021)
- Effectively Directing and Delegating as a Manager (DisasterReady.org, 2021)
- Marketing Essentials Certificate Program (DisasterReady.org, 2021)

LinkedIn:

<https://www.linkedin.com/in/bassem-al-fakih-369b1ba5>

Languages

- Arabic – Native
- English – Professional

Skill Highlights

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| • Project management | • Team player |
| • Business Manager | • Innovative |
| • Strong decision maker | • Service-focused |
| • Complex problem solver | • Admin & Operations |