

Rim H. Othman

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PROFILE

Four years of experience in different field such as Project management, Community Engagement, Data Collection, MEAL, and Shelter Assessment. My expertise extends to Project Management with a Certificate alongside my Bachelor's Degree in Business Management. Adept at conducting informative sessions such as FGDs and KIIs. Adhered to the humanitarian principles. Demonstrative proficiency in budgeting, data analysis communication, and coordination, with strong analytical and problem-solving skills.

EXPERIENCES

Oxfam GB | *Cash Officer, SIDA Project, Emergency Response* Nov 2024 – Feb 2025

- Identified IDPs, returnees and the affected by war households eligible for cash assistance programs in BML and South.
- Conducted field visits to the South using the MPCA assessment methodology on the household level.
- Followed-up on the referrals chain by providing updates.
- Maintained up-to-date documentation and reported on cash assistance activities.

ACTED | *Enumerator, FAO Project* Apr 2024 – May 2024

- Collected data through field visits and surveys, adhering to the Agriculture Assessment Methodology.
- Generated and submitted daily reports.
- Ensured accurate collection and analysis of both quantitative and qualitative data.

Research and Professional Services (RPS) | *Projects Officer (Part time based on projects)* Dec 2023 – Sep 2024

- Conducted data collection through interviews, focus groups, field visits, and surveys using the MSNA Methodology.
- Completed around 140 MSNA assessments and over 300 Post-Distribution Monitoring (PDM) assessments.
- Accurately transcribed 30 responses from primary data collection.

Islamic Relief Worldwide-Lebanon | *Humanitarian Project Officer* May 2022 – Sep 2023

- Delivered 95-99% of projects on time and within budget and participated in cluster meetings.
- Led and implemented various projects, including seasonal, basic assistance and food security.
- Assisted in procurement and logistics processes, participating in key committees.
- Delivered 11 final reports, 2 interim reports, and over 20 Activity Info reports.

We World-GVC | *Community Engagement worker, OCHA-Food Security-LHF project* Sep 2021 – Apr 2022

- Conducted multi-sectoral needs assessments for over 1000 households.
- Executed six waves of field distributions to 720 vulnerable households.
- Delivered awareness sessions, focus group discussions, and key informant interviews.
- Prepared weekly reports over 8 months on delivered activities.

Akkarouna | *MEAL Enumerator, livelihood Project-cash for work* Jun 2021 – Aug 2021

- Conducted Post-Distribution Monitoring (PDM) under the supervision of the MEAL department.
- Participated in baseline, mid-line, and end-line assessments.

Islamic Relief Worldwide-Lebanon | *Distribution Assistant, Food Security project* Mar 2021 – Jun 2021

- Prepared and contributed to daily food distributions across Lebanon.
- Conducted beneficiaries' needs assessment and handled administrative tasks, assisted in data entry.
- Maintained meticulous documentation and filing of all activities and distributions.

Medair | *Shelter Assessment Worker, Shelter Project, North area* Jun 2020 – Dec 2021

- Data collection to assess the needs of Syrian refugee communities, providing essential support.
- Recommended suitable Shelter Kits (LRK, MRK, NAK).
- Maintained supportive communication with the team and communities, ensuring consistent reporting.

EDUCATION

BS in Business Management GPA: 3.16

Lebanese International University, Akkar Campus

Oct 2014 - May 2017

PROFESSIONAL SKILLS

Microsoft Office | Data collection tools: ODK, Kobo, and 123 Surveys | Quantitative and Qualitative tools | Leadership | Time and Conflict management.

ADDITIONAL INFORMATION

Languages:

English: Fluent

French: Fluent

Arabic: Native

Certificates:

- Foundation of Project Management by Google, Coursera Certificate, 2022
- Conflict Sensitivity & Do No Harm Training of Trainers by UNDP.
- Market Assessment Tools (CaLP, Cash Learning Partnership: KAYA)

Trainings:

- Gender Mainstreaming, Protection mainstreaming and referrals Training, CARE Lebanon.
- Data Analysis Using Excel, LMI Global Organization.