

Mohamad Haddad

 **Home :** Lebanon

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Nationality: Lebanese

ABOUT ME

A results-oriented professional with expertise in procurement, humanitarian outreach, and disaster management. As a Junior Procurement Officer at Nawaya Network, I ensure efficient and transparent procurement processes. At Akkarouna, I led health outreach initiatives, including referral mechanisms and community awareness programs. My volunteer work with the Lebanese Red Cross demonstrates adaptability and leadership in emergency response and field assessments. Dedicated to driving impact through strategic planning and collaboration

WORK EXPERIENCE

[01/06/2024 – Current] **Junior Procurement Officer**

Nawaya Network organization

- Implemented and maintained procurement strategies, processes, and policies to ensure ethical, transparent, and efficient procurement activities.
- Conducted thorough research and engaged with suppliers to secure high-quality goods and services at fair prices, adhering to predefined evaluation criteria.
- Coordinated closely with program staff and technical teams to assess procurement needs, establish timelines, and ensure timely delivery of required items while finalizing requested specifications and technical requirements.
- Played a key role in technology-driven projects by procuring hardware and software for beneficiaries, facilitating website development, and ensuring alignment with technical requirements.
- Managed procurement for diverse projects, including manufacturing machines and raw materials, components, and packaging for production, alongside office supplies, IT equipment, and professional services.
- Coordinated services procurement for logistics, utilities, and maintenance, as well as specialized procurement tailored to specific industries such as healthcare.
- Managed the procurement process, including preparing purchase orders, maintaining accurate supplier records, and updating tracking sheets.
- Facilitated seamless communication with suppliers and logistics teams to arrange deliveries, provide documentation, and resolve logistical challenges.
- Assisted in supplier evaluation by gathering and analyzing data to ensure consistent quality and ethical standards.
- Maintained meticulous records of supplier contacts, official documents, and catalogs to enhance procurement operations.
- Supported the finance unit by collecting invoices and official supplier documents, ensuring all financial transactions complied with organizational policies.

Key Achievements:

- Successfully procured hardware, software, and manufacturing machines for multiple projects, contributing to beneficiaries' outcomes and operational efficiency.
- Strengthened procurement workflows through detailed documentation and adherence to organizational guidelines.

- Developed strong supplier relationships, ensuring timely procurement of critical goods and services.
- Gained hands-on experience in direct and indirect procurement across various categories, demonstrating the ability to manage multiple procurement tasks under tight deadlines.

[01/09/2023 – Current] **Health Outreach Consultancy**

Akkarouna

- Implemented and managed a comprehensive referral mechanism targeting marginalized communities, ensuring the identification and support of vulnerable beneficiaries.
- Conducted daily outreach initiatives, mapping and screening individuals to optimize the impact of our support programs.
- Uploaded and maintained accurate data, guaranteeing up-to-date records of outreach efforts and beneficiary information.
- Provided counseling and referrals for nutrition care, collaborating with local healthcare providers to address immediate health concerns and promote sustained well-being.
- Organized and facilitated awareness sessions and events within communities, empowering individuals with health and protection knowledge.
- Ensured meticulous data collection and reporting, evaluating program impact and fostering transparent communication.
- Supported weekly health status reporting, contributing to ongoing assessment and adaptation of intervention strategies.
- Maintained open communication with the supervisor, providing regular updates, feedback, and participating in collaborative discussions.
- Contributed to the organization's overarching goals of sustainable community development, aiming for lasting positive change in the lives of marginalized individuals.

[01/06/2022 – 31/08/2023] **Enumerator**

ACTED

Project 1(1 month Work period | July 2022 - August 2022)

- Attended training sessions to familiarize myself with data collection protocols and procedures.
- Conducted surveys as per ACTED guidelines and work plan, following established sampling methodologies.
- Conducted interviews/surveys with respondents at various locations, ensuring a clear introduction to the project, obtaining consent, and asking questions as per the provided questionnaire.
- Communicated with the ACTED team regarding inquiries and received feedback during the data collection process.
- Tracked feedback received from the field and shared it with the Monitoring, Evaluation, Accountability, and Learning (MEAL) team.
- Maintained a friendly and positive attitude while interacting with survey participants, addressing any concerns and ensuring their comfort and cooperation.
- Collaborated with the data collection team to resolve any challenges encountered during the survey process.
- Collect data and information on the field through household interviews, focus group discussions, field visits, and surveys, in line with the MSNA Methodology.
- Ensured all interviews/surveys were completed in their entirety and verified the accuracy of written responses before submitting electronic forms or handing in paper ones.
- Maintained the security and confidentiality of all collected information.
- Fill the data accurately including all notes collected from the field using Kobo

Project 2 and 3:(2 month Work period | July 2023 - September 2023)

- Cash assistance to address the immediate food and basic needs of Lebanese and migrants most severely impacted by the economic crisis”, Targeting 1600 HH, 1446 households conducted in Tripoli

[01/08/2022 – 06/2023]

OUTREACH WORKER

RELIEF INTERNATIONAL

OUTREACH WORKER | AUGUST 2022- PRESENT (ON-CALL DAY WORKS)

| RELIEF INTERNATIONAL UNICEF FABRIC MASKDISTRIBUTED VALIDATION/ RDPP VALIDATION PHONE CALLS SATISFACTION SURVEYS OF MACHINES/ PDM- PREDISTRIBUTION MONITORING FOR CASH ASSISTANT RDPP

- Conducted community needs assessments to identify issues and concerns affecting the community, using surveys, interviews, and focus groups,
- door-to-door surveys to gather feedback and assess community needs.
- Planned, coordinated, and monitored ongoing project activities under the supervision of the Project Manager, ensuring adherence to project goals and timelines.
- Collaborated with local organizations, government agencies, and stakeholders to leverage resources and support community initiatives.

[01/10/2021 – 31/03/2023]

PROJECT ASSISTANT INTERN

CARE INTERNATIONAL

Country: Lebanon

PROJECT ASSISTANT INTERN October 2021 - December 2021 / January 2023 - March 31 | CARE INTERNATIONAL, LEBANON |WORLD FOOD PROGRAM AFDAL 2 and 3/ Capacity Building and Livelihood Community-Based Agriculture Project

- Outreaching and data entry of trackers and other documents.
- Following up and monitoring of classes that contain 130 beneficiaries MSMEs and 2 classes consisting of 30 participants.
- Quality maintenance for the Agricultural Training activities.
- Conduct field monitoring visits to South/Akkar/North Lebanon zgharta.
- Assist in organizing, preparing, and running meetings, workshops, and conferences.
- Engage in filing and archiving activities and assist standards of customer service.
- Review the Data Sheet, and escalate any errors or issues that arise during the review.
- Managed daily operations, and assisted the quality control manager with document control.
- Led the day-to-day implementation of field activities, ensuring timely and efficient execution.
- Coordinated with different functions to optimize resources and ensure synergy among project efforts.
- Conducted technical evaluations, and developed assessment tools.
- Communicated project specifics and operations to MSEs and other stakeholders.
- Ensured proper daily and monthly reporting, adhering to project timelines and standards.

[01/11/2022 – 31/12/2022]

M&E INTERN

CARE INTERNATIONAL

Country: Lebanon

- Prepare, conduct, and support training sessions for participants
- Conduct field monitoring visits, assist in field/ monitoring data collection, entry, and maintenance for reporting
- Development of technical and field-level reports

- Ensure internal communication and data sharing
- Assist in drafting narrative and quantitative reports

[01/01/2020 – 01/12/2020]

DATA COLLECTOR & ASSISTANT

Disaster Risk Reduction LEBANESE RED CROSS

- Reporting to the Line Manager any problems or information.
- Conducting interviews with respondents
- Collecting COVID-19 vaccination assessments
- qualitative and quantitative data using SURVEY123

VOLUNTEERING

[11/2023 – Current]

Disaster Management Volunteer Lebanese Red Cross

- Provided emergency response services, including first aid, evacuation assistance, and participation in search and rescue operations.
- Distributed essential supplies such as food, water, and hygiene kits to disaster-affected communities.
- Conducted field assessments to evaluate disaster impacts, identify community needs, and compile detailed reports to guide resource allocation.
- Assisted in setting up and managing temporary shelters to ensure safety and adequate facilities for displaced individuals.
- Delivered community education campaigns on disaster preparedness and risk reduction strategies.
- Coordinated with local authorities, NGOs, and international organizations to ensure effective and collaborative disaster response.

Procurement, Logistics and Warehouse volunteer Assistant | Lebanese Red Cross Youth Sector

[01/01/2023 – 30/06/2024]

- Provided comprehensive support for procurement and logistics, ensuring all center-required items were sourced and delivered efficiently.
- Gained extensive experience in inventory management and supply chain logistics, including coordinating the procurement of essential goods and services to meet operational needs.
- Managed warehouse operations during turnover periods, ensuring smooth transitions by maintaining accurate records and coordinating with personnel across multiple teams.
- Supported procurement processes by assisting in supplier communications, preparing purchase orders, and verifying the receipt of goods against specifications.
- Played a key role in logistics by organizing transportation and delivery schedules, resolving logistical challenges, and ensuring timely delivery of items to the center.
- Demonstrated adaptability by repeatedly handling warehouse responsibilities over a span of seven years, ensuring consistent and reliable operational support.
- Contributed to the development of a well-organized and efficient warehouse environment by streamlining inventory tracking processes and improving overall accuracy.
- Maintained meticulous records of stock levels, conducted regular inventory checks, and ensured alignment with procurement plans to meet the center's needs effectively.
- Collaborated with stakeholders to identify required items, coordinate procurement timelines, and ensure compliance with organizational policies and procedures.

Key Achievements:

- Developed strong logistical and organizational skills by ensuring the seamless integration of procurement and warehouse operations.
- Enhanced inventory management systems, reducing errors and improving efficiency.
- Supported critical center operations by ensuring the timely availability of all necessary items, contributing to smooth and effective program delivery.

Volunteer in Programs | Driver facilitator | Lebanese Red Cross youth sector

- Providing instruction on the parts and functions of a vehicle, on-road regulations, and manual driving techniques.
- Teaching practical skills related to all aspects of driving.
- Helping trainees to develop confidence in their driving skills.
- Gaining control of the vehicle during emergency situations.
- Documenting and reporting on trainees' progress.
- Informing trainees when they are ready to take the driver's test.
- Reporting all accidents and missions to the Head of the center.

Volunteer in Programs

- Making a significant contribution to meeting the needs of the most vulnerable people within their local communities through the RedCross youth programs and children programs(Health, environment, PSS, HPV)ages between(2-14) and (14-18), by giving awareness and making activities for schools, universities, and organizations in different components.

[01/06/2017 – 2023] EMERGENCY MEDICAL TECHNICIANS | LEBANESE RED CROSS

- Team leader for 14 members
- Active paramedics – EMTB. PHTLS provider.

Driver(Manual and automatic vehicles)

Management of vehicle fleet:

- Assist in the planning and execution of maintenance and repair work on mission vehicles
- Ensure that a complete breakdown kit is available onboard all vehicles
- Check that vehicle log books are in place and are used correctly
- Assist in monitoring and consolidating fuel consumption and miles traveled for all vehicles
- Prevent misappropriation of petrol and spare parts
- Monitor the administrative documents for all vehicles

Safety & Security Assistant

- Assist in the production of the weekly security report.
- Participate in the production of rapid security risk assessments, full security risk assessments, and workshops.
- Participate or individually perform internal security audits as requested by the line manager.
- Oversee and control the security briefing protocols.
- Prepare and develop status reports as required by management.
- Ensure proper filing of documents

[01/01/2021 – 31/12/2021] **Peer Volunteer | We Love Organization**

- Participated in research fieldwork activities and outreach initiatives, ensuring the well-being and support of children by demonstrating integrity and exemplary behavior to serve as a role model for children.
- Collaborated in the planning and design of engaging children's activities that catered to their unique needs and interests.
- Supervised community volunteers during regular activities with children, ensuring a safe and inclusive environment.
- Co-facilitated peer support group meetings, fostering empathy, understanding, and growth among children.

[01/05/2022 – 02/2023] **PARTNERSHIP VOLUNTEER**

- Explore and refer new partnership opportunities
- Coordinate with the award management unit to initiate the partner vetting process.
- Attend the partner selection committees
- Coordinate partners' kick-off meetings
- Review the partnership systems
- Support the field focal point to update the partners' capacity development plans
- Maintain and regularly update a database for all partners
- Coordinate between the field focal points.
- Follow up on partner payments and reports
- Initiate partnership close out meetings
- Initiate partnership evaluation report

EDUCATION AND TRAINING

[2024] **Procurement, supply chain essentials**

Nawaya Network

PSEA, M&E, Referral Mechanism and Accountability training

Care International

Country: Lebanon |

Anti-Harassment training, Safety and security training, and project management training

Save the Children

TOT Training Facilitation techniques and non-violent communication, DO NO HARM training

FORUM ZFD

Child Protection training

We Love

[01/09/2015 – 04/2019] **Bachelor of Interior Design**

LEBANESE INTERNATIONAL UNIVERSITY

LANGUAGE SKILLS

Mother tongue(s): Arabic **Other language(s):** English , French