

# Hassan Khazaal



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## SUMMARY

Experienced Project Manager with a strong background in planning, budgeting, and coordinating multidisciplinary teams. Skilled in risk management, resource allocation, and achieving project milestones. Experienced Data Analyst with expertise in data collection, cleaning, analysis, and visualization. Proficient in leveraging analytical tools to drive data-driven solutions and enhance decision-making processes. Demonstrates exceptional skills in simplifying complex data into actionable insights through clear reports and visualizations. Adept at supporting organizational growth and improving operational efficiency.

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## KEY COMPETENCIES

Project Planning and Scheduling, Budget Management, Risk Assessment and Mitigation, Stakeholder Management, Resource Allocation, Compliance and Quality Assurance, Performance Monitoring and Reporting.

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## EXPERIENCE

### **The Lebanese organization for Studies and Training**

**Lebanon**

#### ***Project Coordinator***

August 2024 – Present

- Managed a large-scale project, overseeing direct operations for my team and coordinating efforts with staff from 5 branches, as well as coaches and trainers—totaling around 40 members.
- Streamlined project schedules and resource allocation, achieving a 20% reduction in project delays and ensuring timely delivery of key milestones.
- Improved budget management processes, reducing expenditure discrepancies through detailed tracking and adherence to financial frameworks.
- Enhanced team efficiency through the implementation of a comprehensive project management calendar and coordinated task execution.

#### ***HR Officer***

November 2023 – Present

- Prepared and processed contracts, timesheets, and pay slips, ensuring accuracy and compliance.
- Verified and archived all documents for audit purposes.
- Created and maintained staff lists and staff salary sheets, facilitating efficient payroll management.
- Organized comprehensive staff files containing all necessary documents and records.

#### ***Field Officer***

June 2023 – October 2023

- Planned and executed field activities, including training and logistics.
- Conducted surveys, analyzed data, and recommended program improvements.
- Supported Cash-for-Work projects through resource tracking and budget monitoring.

#### ***Data Entry Operator***

September 2022 – June 2023

- Monitored outreach processes for training programs.
- Audited and archived program documents.
- Ensured compliance with organizational policies.

***Intern***

February 2021 – August 2022

- Managed financial data analysis and budgeting.
- Conducted outreach and validation activities with international organizations.
- Developed barcode systems for asset management.

**Ramex (Industry)**

***Accountant***

September 2018 – May 2019

- Managed financial records, prepared budgets, and ensured accurate financial reporting.
- Oversaw detailed work processes, including inventory management and procurement tracking.
- Developed and maintained a comprehensive database for products, raw materials, and customer interactions.

**EDUCATION**

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***Lebanese International University***

Bachelor of Business Administration in Management Information System

2018 – 2021

- Relevant Coursework: Data Management, System Analysis and Design, Business Intelligence Systems.
- Projects: International reports for Starbucks, data management for an online delivery application.

**SKILLS**

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- Data Management and Analysis
- Statistical Analysis and Data Mining
- Data Visualization (SPSS, Microsoft Excel)
- SQL and Database Management
- Project Management and Planning
- Time Management and Collaboration
- Communication and Organizational Skills

**LANGUAGES**

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- Arabic (Native)
- English (Proficient)

**CERTIFICATES**

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- Junior Business Development Consultant Internship (FH2Rise, 11/2023)
- Retrieve Data with Multiple-Table SQL Queries (Coursera, 03/2023)

- Digital Literacy Program Facilitator's Training (Meta, LOST, 08/2022)
- Gender Engagement Training (RDFL, ActionAid, 07/2021)