

Assaad Hussein Kanaan

Project Officer and Facilitator | Supervisor | Project Assistant | NGO Office Manager | Information Technologist Covid-19 Vaccination Platform Manager

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Summary

Experienced and detail-oriented Humanitarian Project Coordinator and Information Technologist with a strong background in public health digital systems, NGO program management, and field operations. Proven success in leading the development of national-level digital platforms, coordinating complex logistics, and facilitating community engagement programs across Lebanon. Skilled in stakeholder collaboration, team supervision, technical training, and real-time data analysis. Adapt working in high pressure environments with governmental bodies, international organizations, and local NGOs. Demonstrated commitment to supporting vulnerable populations through both technological and grassroots solutions.

Experience

Project Officer and Facilitator (Consultant) – 6/2025 to present

Peace Labs Association (in cooperation with UN Women), Beirut, Lebanon

- Planned and coordinated all logistical aspects of the project, including venue selection, transportation, catering, and equipment setup, ensuring alignment with project goals and timelines
- Liaised with local vendors, service providers, and stakeholders to ensure smooth and timely execution of activities, maintaining clear communication channels throughout the project cycle
- Maintained organized records of all logistical arrangements, attendance sheets, and expenditures, ensuring full compliance with organizational procedures and project requirements
- Managed bookings for venues, accommodations, and guest speakers for events, adhering to budget constraints and donor guidelines
- Assisted in developing session materials tailored to Lebanon's historical context and cultural sensitivities, ensuring inclusive and context-aware programming
- Facilitated dialogue sessions, promoting open, respectful, and constructive engagement among participants while upholding core principles of accountability and neutrality
- Collaborated with project partners and participants to address local sensitivities, ensuring activities remained relevant, impactful, and conflict-sensitive
- Created and managed detailed project schedules, incorporating key milestones, deadlines, and cultural or religious holidays to ensure smooth implementation
- Supported internal coordination by aligning schedules and activities with team members and external partners, fostering effective teamwork
- Contributed to project documentation and donor reporting by collecting field data, photos, and narrative summaries of project events and outcomes
- Participated in post-session evaluations and applied lessons learned to improve future project design and delivery
- Ensured all project activities respected community norms, safety standards, and organizational security guidelines

Supervisor (Volunteer) – 9/2024 to 5/2025

Nusaned Association (in cooperation with ACTED and CARE INTERNATIONAL), Baalbek, Lebanon

- Monitored the provision of hot meals to individuals and families displaced by the war, ensuring timely delivery to designated locations
- Managed daily operations for distributing meals, overseeing logistics to guarantee that food reached affected communities efficiently and safely
- Collaborated with ACTED and CARE on humanitarian aid projects, supporting the implementation and monitoring of initiatives designed to assist displaced populations
- Compiled and submitted daily reports detailing the number of meals distributed, locations visited, and any logistical challenges encountered during the distribution process

Insurance Consultant – 03/2022 to 9/2024

Fidelity Office, Baalbek, Lebanon

- Communicate regularly with the main insurance company to facilitate the processing and submission of all client paperwork and documentation requirements
- Compose and send detailed email correspondence, Excel spreadsheets, and Word documents to the insurance provider to support client inquiries and claims
- Stay up-to-date on the latest changes in insurance regulations, policies, and industry best practices to provide clients with accurate and compliant guidance
- Maintain detailed and organized records of client accounts, coverage details, premiums, claims, and all ongoing communications

Information Technologist in Covid-19 platform (Contractual) – 01/2021 to 01/2022
Ministry of Public Health, Beirut, Lebanon

- Served as the lead Information Technologist responsible for the development and maintenance of the national COVID-19 vaccination platform
- Collaborated closely with the Ministry of Public Health and the World Health Organization to design and implement a user-friendly, secure, and scalable digital infrastructure for vaccine rollout
- Oversaw the integration of the vaccination platform with various healthcare facilities, pharmacies, and other stakeholders to ensure seamless data collection and reporting
- Developed custom software applications, dashboards, and data visualization tools to track vaccine inventory, monitor distribution, and generate real-time analytics
- Provided comprehensive technical support and training to platform users, including healthcare workers, administrators, and the general public
- Provided comprehensive technical support and training to platform users, including healthcare workers, administrators, and the general public
- Troubleshooted and resolved complex technical issues quickly to minimize downtime and ensure the continuous operation of the vaccination program

Office Manager (Contractual) – 11/2019 to 09/2022
SafeSide Association, Baalbek, Lebanon

- Coordinated closely with other NGOs to align and integrate SafeSide's activities and initiatives within the broader humanitarian landscape
- Managed recruitment processes, including job postings, scheduling interviews, and onboarding of new staff and volunteers
- Maintained up-to-date personnel files, attendance records, and timesheets in coordination with the finance team
- Guided the team through daily fitness and wellness activities, delivering instructions and motivation to promote better health and customer service practices
- Supervised a team of youth volunteers, providing moral support and guidance in the aftermath of the Beirut Port Blast
- Served as the primary point of contact for internal and external stakeholders, responding promptly to inquiries and addressing concerns
- Managed administrative duties, including scheduling, record-keeping, inventory control, and procurement of office supplies and equipment

Education

Bachelor's Degree in Business Management – 10/2018 to 06/2022 Lebanese International University, Beirut, Lebanon

Certifications & Awards

- Distinguished efforts through Covid-19 pandemic awarded by Dr. Hamad Hassan, Ministry of Public Health Awarded in January 2022
- Participated in training programs in areas such as PSEA (Protection from Sexual Exploitation and Abuse), micro work, call center operations, and other initiatives for Safe Side
- Participated in the restoration of homes after the August 4 explosion, treating the wounded, and providing assistance

Professional Projects

- Served as direct supervisor for comprehensive road safety initiative
- Collaborated with the Red Cross on wide-ranging humanitarian relief efforts
- Held position as Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer for Safe Side organization
- Directly managed COVID-19 vaccination platform, overseeing vaccination rollout at healthcare facilities and prisons in coordination with the World Health Organization

Skills & Expertise

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|-----------------------------|----------------------------|
| • Time Management | • Problem-Solving |
| • Detail-Oriented | • Regulatory Compliance |
| • Training | • Technical Support |
| • Documentation Processing | • Software Development |
| • Excel/Database Management | • Data Analytics |
| • Communication | • Stakeholder Coordination |

Languages

Arabic: Native | **English:** Fluent | **French:** Fluent | **Spanish:** Fluent