

Karim Hilal El-Houssami

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Summary

Highly organized and results-driven professional with 8+ years of experience in program support, coordination, and community engagement within international development and humanitarian contexts. Proven ability to manage budgets, streamline processes, and facilitate effective program implementation. Seeking to leverage expertise to contribute to impactful initiatives in Humanitarian sector.

Experience

International Rescue Committee in Lebanon

Senior Program Support Officer, May 2019 till June 2025, Beirut, Lebanon

- Collaborated with program managers across 4 field offices to assess financial and procurement needs ensuring alignment with program objectives.
- Developed and monitored procurement and spending plans, identifying and addressing areas of under/overspending to optimize resource utilization.
- Streamlined the processing of program advance, procurement, payment requests shared, and reconciliations reducing processing time by 15%.
- Managed the operational budget, providing detailed inputs and maintaining salary mapping for accurate financial tracking.
- Developed and managed more than 10+ budgets for grants and proposals by ECHO, PRM, GAC, GFFO, and UNHCR, in liaison with program managerial staff and the coordinator and assisted in financial management including, but not limited to, realignments.
- Supported organization and implementation of events in all field offices, as required.
- Coordinated with Finance, Supply Chain, Logistics, and IT departments to ensure timely and efficient support for protection programs.
- Partnered with the HR department to manage staff contracts and facilitate necessary requests.
- Supported in the response to the emergencies by preparing Non-Food-Item parcels and assisting in the distribution.

International Alert in Lebanon

Senior Project Officer, June 2018 - November 2018, Beirut, Lebanon

- Organized and coordinated partner training sessions related to social stability.
- Advocated mainstreaming stability objectives in partner's activities and monitoring the implementation of dialogue-based awareness raising sessions by Alerts' standards and the developed M&E tools.
- Monitored partner implementation activities through on spot checks.
- Developed project reference tool, action plan and spending plan.
- Produced narrative and financial reports to partners/ donors.

CARE International in Lebanon

Community Mobilization Officer, January 2016 - April 2018, Beirut, Lebanon

- Facilitated community meetings, capacity building sessions, awareness raising campaigns, and sharing experience events.
- Mobilized grass-root organizations and beneficiary groups to foster adequate community participation in the activities.
- Managed relationships with local authorities, organizations, stakeholders and partners.
- Contributed to development of the project strategies and methodologies.
- Screened and interviewed applicants to ensure they fit the project selection criteria.
- Outreached different institutions to partner with and place interns.
- Followed up on the established work plan, in line with donor agreement, CARE processes and procedures and under the supervision of the Project Manager.
- Collected data and produced activity reports and reviewed partners report and assisted them in developing progress reports.
- Led project's launching/closure, International Water Day, and facilitated sharing experience events.

Lebanese Transparency Association- No corruption

Projects Coordinator, February 2014 - December 2015, Beirut, Lebanon

- Ensured smooth operation of the project activities by organizing the community events and assisting in outreach and advocacy activities.
- Responded to inquiries from the donors and consultants and assisted the Grassroots Manager during the site visits.
- In collaboration with different board member, I led the production of the Code of Conduct as part of the NIS implementation recommendation

Maroun Chedid SAL

Administrative Coordinator October 2013- February 2014 Beirut, Lebanon

- Maintained an orderly accounting system: issuing invoices, collecting receivables, preparing and reconciling statements.
- Managed office petty cash
- Prepared purchase orders, contacted suppliers to schedule deliveries and to resolve shortages, missed or late deliveries.
- Maintained updated records of documents filed and books, took part in sorting and classifying documents and books according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.

BLOM BANK SAL

Customer Service Representative June 2007- September 2013 Beirut, Lebanon

- Responded to customers' account inquiries such as account opening, balance, transaction details, statements and fees and charges.
- Responded to inquiries for banking products such as loans, internet services and investment products.
- Handled Letter of Credit and Letter of Guarantee, Overseas transfers.

- Identified customers' needs and referring customers to appropriate banking services.
- Participated in making outbound collection calls to debtors using standard scripts and procedures, furthermore I worked with debtors to settle late payments, and followed up on previous payment arrangements.

Education

Bachelor's degree, Business Administration – Finance and financial institutions 2002 - 2006
Lebanese University, Faculty of Business Administration and Economic Sciences

Certified Business Analyst Professional Exam preparatory course August 2017
American University of Beirut Continuing Education Center

Volunteer Experience:

Lebanese Red Cross-Youth Sector 2003 till 2019

- Implemented various activities with most of the population of all age groups aiming to raise awareness of youth, young people, and children and to enhance their quality of lives.
- Provided training related to life skills mainly communication, leadership, team building and time management, program designing and planning, training evaluation and knowledge assessment since 2007.
- In collaboration with senior team members, developed training of trainers' courses for in-house capacity building activities.
- Managed the delivery of training and development programs and, in a more senior role, planning a training strategy for the department.

INJAZ Lebanon 2014 - 2015

- Through INJAZ Lebanon relevant programs, I helped inspire and educate the youth about entrepreneurial and leadership skills to enhance their economic opportunities.

Personal Details:

Nationality: Lebanese, **Gender:** Male.

Technical Skills:

MS Office: Word, Excel (advanced), PowerPoint, Outlook, Budgeting, Reconciliation, Monitoring, Capacity Building.

Soft Skills:

Communication, Problem-solving, Teamwork, Leadership, Interpersonal Skills, Time Management, Project Management, Stakeholder engagement, Public Speaking.

Language Skills:

Arabic native, English and French professional working proficiency

Interests:

Photography, swimming, ongoing education, volunteering and travel