

Batoul Ali Jawad

Beirut, Lebanon | +961 3548843 | batool.jawad@live.com | [LinkedIn](#)

Project Coordination & Business Development Support Specialist
International Cooperation & Governance Programmes

Professional Summary

Project coordination professional with 10 years of experience supporting internationally funded programmes in Lebanon, including EU & UN funded initiatives. Strong background in project implementation support, reporting, stakeholder coordination, research assistance, and logistics for capacity-building activities. Experienced in working with government institutions, civil society, and international experts within governance and reform contexts. Seeking to transition into an international consulting environment in a junior project management and business development support role, contributing strong execution, coordination, and donor-compliance expertise.

Professional Experience

ECORYS Nederland B.V. – European Union Funded Project: Third-Party Monitoring of EU Support to MSMEs – **Project Administration Officer (Part-Time)** | Beirut, Lebanon | March 2025 – September 2025

- Supported implementation and monitoring of EU-funded project activities in coordination with international and local stakeholders.
- Supported project implementation through coordination of logistics, service providers, and administrative processes in line with donor requirements..
- Maintained structured trackers and documentation to support reporting, audits, and internal reviews.
- Organised schedules, meetings, and travel arrangements for experts and project teams.

Shield Association – UNHCR-Funded Protection Project – **Reporting Officer** | Beirut, Lebanon | Nov 2024 – August 2025

- Coordinated reporting processes across field and programme teams to ensure accuracy, consistency, and timely submission.
- Consolidated data and inputs to support narrative reporting and monitoring of programme progress.
- Acted as a coordination focal point between field teams and management.

DMI Associates – European Union Funded Project: "Thematic Evaluation of EU support to SME's and Business Organizations in Lebanon" – **Project Administration Officer (Part-time)** | Beirut, Lebanon | Jan 2024 – Feb 2024

- Coordinated event logistics, including scheduling, venue management, and attendee experience.
- Negotiated contracts with vendors, achieving cost-effective, high-quality service delivery.
- Managed event budgets, contracts, and documentation in line with EU requirements.
- Liaised with consultants and stakeholders to ensure smooth implementation of activities.

EUROPE Ltd – European Union Funded Project: Livelihood & Agriculture Support Evaluation – **Project Administration Officer (Part-time)** | Beirut, Lebanon | Aug 2023 – Jan 2024

- Coordinated meetings, surveys, and workshops involving public institutions and civil society partners.

- Supported drafting communications and preparing reports to support project objectives

CESO Development Consultants – European Union Funded Project: Study on Access to Employment for Refugees in Lebanon – **Project Administration Officer (Part-time)** | Beirut, Lebanon | Aug 2023 – Jan 2024

- Assisted in project reporting and ensured compliance with all deliverables
- Coordinated meetings, workshops, and logistics for successful project execution
- Assisted the team leader in identifying and mapping key stakeholders for project activities.

Secours Islamique France (SIF) – **Finance & Administrative Assistant** | Beirut, Lebanon | Jun 2023 – Jan 2024

- Managed financial systems and vendor relationships, ensuring organizational compliance.
- Coordinated HR processes including recruitment, onboarding and employee documentation.
- Compiled and verified monthly attendance records for staff and supported the preparation of monthly payments
- Prepared documentation for staff enrollment in NSSF and insurance packages
- Oversaw office documentation, payment processing, and administrative support.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH – European Union Funded Project: VTE4ALL – **Project Administration Coordinator** | Beirut, Lebanon | Dec 2022 – May 2023

- Coordinated procurement and logistics for workshops and meetings, ensuring cost-effectiveness and donor compliance.
- Provided financial oversight, including budget tracking, cashbook management, and streamlining beneficiary payments.
- Designed and implemented an Excel-based cashflow system that replaced advanced payments under employees' names, allowing payments to be processed via petty cash efficiently and accurately.
- Enhanced internal workflows to improve operational efficiency across teams.
- Compiled and verified monthly timesheets for project consultants.
- Prepared and compiled consultant documentation and files to support the Procurement Officer in contract preparation and compliance verification.

DAI Global Austria GmbH and Co KG – European Union Funded Project: TA Facility for the Lebanese Private Sector – **Business Development Support** | Beirut, Lebanon | Aug 2022 – Jan 2023

- Supported business development activities for EU-funded programmes, including market research, sector analysis, and preparation of technical inputs for proposals and inception reports.
- Contributed to donor-facing deliverables submitted to the EU Delegation.

DAI Global Austria GmbH and Co KG – European Union Funded Project: TA Facility for the Lebanese Private Sector – **Project Administration Officer** | Beirut, Lebanon | Aug 2020 – Nov 2022

- Managed logistics for missions, travel, accommodation, meetings for multiple teams, coordinating different agendas to optimize time and efficiency.

- Maintained office budgets and managed supplier relationships to optimize operations.
- Secured a new office within one week after the original office was destroyed in the Beirut blast, negotiated contract terms, and reviewed agreements to ensure compliance and cost-effectiveness.
- Coordinated procurement and logistics for workshops and meetings,.
- Managed logistics, documentation, and consultant administration for governance reform projects.

American University of Beirut – Global Health Institute (GHI) – **Project Events Coordinator** | Beirut, Lebanon | May 2019 – Sep 2019

- Coordinated 10+ events, ensuring seamless logistics and high attendee satisfaction
- Managed event budgets, financial reporting, and compliance with AUB procedures
- Improved document management systems for better access and efficiency

AECOM International Development – European Union Funded Project: TA Facility to Simplification of Procedures in 4 Lebanese Ministries Project – **Project Administration Officer** | Beirut, Lebanon | Aug 2015 – Feb 2019

- Liaised with key government bodies and contractors for seamless operations
- Developed an efficient archiving system for project documentation.
- Coordinated procurement and logistics for workshops and meetings,
- Compiled and verified monthly timesheets for project consultants.

Decoplan International SARL – **Project Manager** | Beirut, Lebanon | Jan 2013 – Jul 2015

- Managed the planning, budgeting, and execution of 19 interior design projects, 45 graphic design projects, and 25 multimedia projects
- Delivered projects ahead of schedule while consistently meeting quality standards

Education

Bachelor of Business Administration (BBA), International Business Management | Lebanese International University

Key Competencies

- Project coordination & operations
- Stakeholder and institutional relations
- Capacity-building & event coordination
- Donor-funded project reporting
- Research, documentation & analysis support
- Procurement & compliance
- Monitoring & implementation support

Languages:

Full professional proficiency in Arabic & English