

Farah Smeha

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ABOUT MYSELF

Skilled, reliable, and meticulous humanitarian worker possessing recognized experience, knowledge, skills and abilities in Human Resources (HR) and Monitoring, Evaluation, Accountability and Learning (MEAL) fields with reputable national and international organizations.

WORK EXPERIENCE

BUSINESS UMBRELLA – UNITED ARAB EMIRATES

REMOTE RECRUITMENT AND CONSULTING ASSISTANT MANAGER – 01/02/2023 – CURRENT

Headhunting, posting jobs, screening CVs, approaching candidates, and recruiting employees.

ACTION AGAINST HUNGER – ZAHLE, LEBANON

MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING FIELD SUPERVISOR – 05/08/2016 – 29/11/2024

Supervised and trained officers, designed plans, created logframes and workplans, interviewed candidates, analyzed and cleaned data, designed ODK and KOBO assessments, updated the database, activity info and ITT, wrote reports including lessons learned, conducted PDMs and FGDs, referred cases.

ACTION AGAINST HUNGER – ZAHLE, LEBANON

MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING FIELD OFFICER – 08/05/2015 – 04/08/2016

Conducted monitoring visits, distributed assistances, updated KACHE system, filled assessments, conducted FGDs, validated red e-cards.

WORLD VISION – ZAHLE, LEBANON

CASUAL WORKER – 10/11/2014 – 07/05/2015

Conducted monitoring visits, distributed winterization kits, visited municipalities, wrote reports, called beneficiaries, conducted hygiene promotion campaign.

HAYAKEL BAALBACK VENUE – BAALBACK, LEBANON

REMOTE SEASONAL HR GENERALIST – 01/06/2016 – CURRENT

Writing job description for each position, posting jobs, interviewing candidates, recruiting and training employees, entering employees' data on a specific program, archiving, evaluating the performance, paying the salaries, etc.

EDUCATION AND TRAINING

06/12/2022 – 22/02/2023 Beirut, Lebanon

HR APPRENTICE IN HR APPRENTICESHIP PROGRAM Makhzoumi Foundation

31/10/2022 – 01/11/2022 Beirut, Lebanon

PROJECT MANAGEMENT WORKSHOP CERTIFICATE Practical Accounting Academy

31/07/2022 – 01/08/2022 Beirut, Lebanon

PAYROLL WORKSHOP CERTIFICATE Practical Accounting Academy

01/10/2016 – 30/06/2018 Riyyak, Lebanon

MASTER DEGREE IN HUMAN RESOURCES Lebanese International University

01/02/2010 – 31/07/2014 Zahle, Lebanon

BACHELOR DEGREE IN MANAGEMENT INFORMATION SYSTEM American University of Science and Technology

01/09/2009 – 30/06/2010 Zahle, Lebanon

CERTIFICATE IN LIFE SCIENCE Secondary Evangelical School