

Assaad Hussein Kanaan

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

Address: Beirut, Lebanon | Phone: +9613153053

Email: assaadkanaan82@gmail.com | Nationality: Lebanese | LinkedIn: [Assaad Kanaan](#)

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

Storekeeper Supervisor – 2/2026 to present

Keyrouz Bakery, Hazmieh, Lebanon

- Selecting, training, scheduling, and evaluating staff performance, as well as maintaining staff productivity.
- Supervising physical inventory counts, managing stock movement, and identifying discrepancies in shipments.
- Inspecting incoming goods for damage against shipping documents, and overseeing the safe storage of materials.
- Maintaining, processing, and auditing inventory records, purchase requisitions, and daily paperwork.
- Enforcing safety regulations, maintaining housekeeping standards, and overseeing the operation of equipment.
- Interacting with vendors to manage deliveries and resolve disputes.

Project Officer and Facilitator (Consultant) – 6/2025 to 1/2026

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

- Planned and coordinated all logistical aspects of the project in Lebanon, including venue selection, transportation, catering, and equipment setup
- Liaised with local vendors and service providers to ensure smooth and timely execution of project activities
- Maintained organized records of logistical arrangements and expenditures, ensuring compliance with local laws and project requirements
- Managed venue, meeting space, and accommodation bookings for project events, including arrangements for external speakers and guests
- Assisted in developing session materials tailored to Lebanon's historical context and sensitivities related to war memory
- Acted as session facilitator, promoting open dialogue and respectful, constructive discussions
- Collaborated with project partners and participants to address cultural and contextual nuances during project sessions
- Created and maintained a detailed project schedule, incorporating key milestones, deadlines, and local holidays
- Ensured timely start and conclusion of project sessions, considering participant availability and cultural norms
- Coordinated with local stakeholders to align schedules and maximize engagement and participation
- Oversaw all bookings and scheduling to align with project budget and logistical constraints while respecting local customs

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
- Collaborate closely with the broader team of insurance professionals to share best practices, discuss challenges, and identify process improvements to enhance the overall client experience

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
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- Troubleshoot 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

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

Languages

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

References

UN Women / Peace Labs Association: Fatima Abdulwahed (Project Manager), Mobile: +961 76 358 422

Ministry of Public Health: Lina Abou Mrad (Supervisor), Mobile: +961 03 516 088

SafeSide Association: Hussein Yaghi (CEO), Mobile: +961 78 877 234