

ALI Abed LJALIL

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Training & Development Coordinator | Talent Development | Aspiring Project Manager

Training & Development Coordinator with 3+ years of experience at Netways, specializing in training program coordination, planning, reporting, and stakeholder communication. Experienced in supporting TalentWays initiatives, coordinating with trainers and trainees, and ensuring smooth execution of learning programs. Skilled in organizing structured training operations, monitoring trainee performance, and improving program delivery through effective coordination and reporting. Passionate about talent development, continuous learning, and expanding expertise in project management and operations.

WORK EXPERIENCE

Netways

01/2022 - 01/2025

Training & Development Coordinator

- Coordinated training programs including planning, scheduling, and execution.
- Managed communication with trainees, trainers, and stakeholders.
- Tracked performance and prepared reports to support program improvement.
- Supported onboarding and coordination of trainees across multiple programs.
- Assisted in organizing workshops, training sessions, and development activities.
- Maintained accurate training records, attendance sheets, and progress updates.

EDUCATION

Technical License in Information Technology

Orthodox Institute

Akkar • 01/2018 - 01/2021

CERTIFICATIONS

Digital Transformation Foundation

Project Management Foundation

Presenting to senior executives

PROJECTS

Training Programs Coordination

TalentWays

- Coordinated 3+ training programs ensuring smooth delivery.
- Worked with SMEs to organize sessions and align content.
- Managed reporting, attendance, and performance tracking.

CRM& Data Managment

Netways

Extracted and analyzed employee data from CRM and ERP systems to support reporting and operational decision-making.

SKILLS

Training & Development

- Program Management
- Talent Development
- Training Coordination

Tools

- CRM
- ERP
- Microsoft Office
- Teams

Planning & Reporting

- Documentation
- Planning
- Reporting
- Scheduling

Soft Skills

- Communication
- Organization
- Teamwork

Project & Operations

- Coordination
- Stakeholder Management