

KASSEM NEHME

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Professional Summary

Detail-oriented and results-driven professional with 8+ years of experience managing operations, coordinating projects, and ensuring timely delivery of complex initiatives. Skilled in stakeholder communication, team supervision, budgeting, and reporting. Adept at leading field coordination, ensuring compliance with donor procedures, and maintaining high standards of implementation. Passionate about social impact, youth engagement, and community development.

Professional Experience

Fly-Foot | Beirut, Lebanon

Senior Account Manager / Operations & Project Lead

Nov 2020 – Present

- Manage planning, budgeting, and execution of multi-phase projects across Lebanon and regional markets.
- Coordinate between departments and external stakeholders to ensure timely implementation of all deliverables.
- Supervise team performance and support field operations to meet project goals and reporting standards.
- Develop progress reports, data summaries, and performance dashboards to track impact and efficiency.
- Ensure compliance with contractual requirements, procurement procedures, and partner expectations.
- Oversee administrative, financial, and logistical operations across multiple workstreams.

Key Achievements:

- Streamlined reporting and documentation systems that improved project tracking and evaluation.
 - Managed partnerships and events with NGOs and private stakeholders, enhancing community participation.
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Hadaf360 | Beirut, Lebanon

Co-Founder & Project Coordinator

Apr 2014 – Oct 2020

- Led a team delivering community-based sports and youth engagement projects across the MENA region.
 - Designed and implemented field activities and awareness campaigns promoting social inclusion through sport.
 - Oversaw project planning, budgeting, and donor reporting in line with organizational objectives.
 - Collaborated with volunteers, partners, and local communities to ensure relevance and impact.
 - Produced narrative and financial reports summarizing achievements and challenges.
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Lebanese American University | Beirut, Lebanon

Supply & Administrative Officer

Oct 2012 – Aug 2020

- Supported procurement, logistics, and asset management processes across university departments.
 - Ensured transparent vendor selection, financial documentation, and contract compliance.
 - Assisted in coordinating events and educational programs involving internal and external stakeholders.
 - Contributed to training and onboarding of administrative staff for improved operational efficiency.
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Education

Bachelor of Science in Management Information Systems (MIS)

Lebanese American University – Beirut, Lebanon | 2007 – 2011

Training & Certifications

- **Developing Entrepreneurship for MSMEs in Lebanon** – Spark & Berytech, 2020
Focus: Project Management, Monitoring & Evaluation, and Strategic Planning
 - **Social Media and Communications Certificate** – HubSpot Academy, 2019
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Technical & Core Skills

- Project Coordination & Field Management
- Stakeholder & Community Engagement
- Budgeting & Procurement Procedures

- Monitoring, Evaluation, and Reporting (MEAL)
 - Team Leadership & Capacity Building
 - Planning & Organizing Skills
 - MS Office, Google Suite, CRM Tools, Canva
 - Excellent Written & Verbal Communication (Arabic, English, French)
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Languages

- **Arabic:** Fluent
- **English:** Excellent
- **French:** Very Good