

Mohammad Amer Choubassi

Saadanyel – main road Bekaa, Lebanon

Living in Hazmieh – Beirut

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EDUCATION

Surrey University, Beirut-Lebanon (2015-2018)

- Online courses in collaboration with AUL University (Lebanon) and Surry University (London)
- Bachelor degree in business administration & management (BSc Hons) UG
- Several course in translation ethics
- Interpersonal communication

Lebanese University, Bekaa - Lebanon (2016-2019)

- Bachelor in informatics, GPA 3
- Relevant courses: Web Design, Microsoft office, Computer essential (Windows), Mobile application development, Network(N+)

Saadanyel high school, Bekaa – Lebanon (2014)

- Sociology& Economics

WORK EXPERIENCE

Propack Printing & Packaging (S.A.L) West Bekaa – Lebanon

Data Analytic and ERP system Manager (January 2021 – Till now)

- Generate reports of findings and present these to senior management by using ERP system (Sistrade)
- Lead and develop a team of data analysts
- Developing strategies for effective data analysis and reporting
- Communicate and track key performance metrics across departments
- Manage cross-functional teams, review their performance, and manage schedules

Propack Printing & Packaging (S.A.L) West Bekaa – Lebanon

Production Manager (February 2020 – December 2020)

- Liaising and coordinating production with other departments
- Determining quality control standards
- Overseeing production processes
- Re-negotiating timescales or schedules as necessary
- Preparing cost estimates for materials, equipment, and hiring laborers
- Manage and evaluate machine resources to ensure productivity and minimal downtime
- Ensure all employees follow industry standard health and safety guidelines

Al-Moutahed CO (S.A.L) / Flexible packaging converters Aley - Lebanon

Production Officer (September2019 – January 2020)

- Reporting to the Production Manager
- Assisting the Production Manager with administrative tasks like production schedules and timesheets
- Ensuring that production is completed before deadlines
- Procuring and monitoring the efficiency of production equipment
- Updating the Production Manager on the status of projects

Fundación Promoción Social de la Cultura (FPSC), Hazmieh - Lebanon (May 2019 – August 2019)

Disability project officer

- Coordinate and collaborate effectively with other members of the FPS PWD team
- Plan and organize weekly schedule in advance with the Health Coordinator and Logistics in addition to weekly reporting on activities and collected data
- Conduct a nation-wide assessment of Syrian refugee and Lebanese persons with disability (PwD) access to and utilization of health services

- Coordination with municipalities and other NGOs in order to collect data about people with disabilities
- Omni pharma – Pharmaceutical company, Beirut - Lebanon (January 2019 - April 2019)**

Operation Data Officer

- Handle data analyst schedules and movements
- Analyzing data to assist in delivering optimal healthcare management and decision making
- Assists the operations manager in the programming process and grant writing activities
- Provides field reports that have details of the daily activities, including meetings and work progress
- Draft documents include reports, lists and MOU's
- Communicating analytic insights to management

Polish Center for International Aid (PCPM) Beirut - Lebanon (July 2018 – December 2018)

Monitoring and evaluation consultant

- Data analyses in view of the nature of the change intended by the project
- Working closely with the program advisor to design appropriate information collection tools and methodologies including assessments
- Works closely with other Officers to provide accurate data and where necessary assist the data entering
- Cross checks the accuracy of data entry
- Regularly undertake field post distribution monitoring, focus group discussion and community visits

Mercy corps, Bekaa - Lebanon (October 2017 – June 2018)

Data entry officer

- Insert customer and account data by inputting text based and numerical information from source document within time limits
- Research and obtain further information for incomplete documents, apply data program techniques
- Prepare and submit reports within time limits for the deputy M&E Manager
- Develop and maintain a data management system using excel, access, and analysis software, maintain backup and filing systems

Save The Children International, Bekaa - Lebanon (May 2016 – September 2017)

MEAL assistant

- Conduct Quality Benchmarks for assigned projects
- Support in the process of outcome level analysis for assigned projects
- In collaboration with MEAL IM Specialist, support review of data collection methodology and revision of existing tools or development of new tools
- Support the development of data collection and analysis plans by program teams
- Conduct field visits to the partner's intervention areas to provide training, coaching and technical assistance, and support, as well as to ensure that accountability tools are understood and being implemented effectively

Lebanese Organization for Studies and Training, Bekaa - Lebanon (February 2015- August 2015)

Field technician

- Plan, coordinate and implement LOST activities following the methodologies set by the field studies department respecting the administrative, logistical and communication procedures
- Work closely with local authorities and agencies to ensure the quality implementation of the activities following the SOP of the vocational department
- Collaborate with the M&E department and facilitate data collection and validation through different M&E tools (database, focus group discussion, surveys and other)
- Be the lead focal point for the consolidation of qualitative and quantitative reports in collaboration with the concerned team as requested
- Be involved in the review and adaptation of technical materials as recommended by the Training coordinator

Trainings

- Plastic Film Recycling training with Propack company
- Training with “NRC” about social work in emergencies & coordination between NGO’s
- Child safe guarding and child resilience training with “save the children”
- Data management and analysis training with Mercy corps
- First Aid Training with the Lebanese Red Cross
- Oracle backup and recovery training with AUL university

Personal Skills

- IT Skills:
 - MS office /Excel (data tables, advanced formulas, advanced charting, Pivot tables& Pivot reporting) word and power point
 - CISSP (certified information security professional)
 - Networking & software
- Languages:
 - Arabic mother tongue
 - English (fluent reading & writing)
 - French (Intermediate)
- Al Jarrah scout leader from 2007 till Now
- Participate in social stability by assisting the municipality, scout, local and international NGO in providing direct aid such as food bags and shelter kits for vulnerable communities
- Team leader & ability to work under pressure
- Driving License

