

[**GHAITH M. ABDULLAH**](https://www.linkedin.com/in/ghaith-a-51aa83101/)

 **GradDIPPM, PM4NGOs DPro©, Master Trainer, and Business Consultant**

# PROFILE

I am a business consultant and advocate with 7+ years of experience in business consultancy, data analytics, workplace development, non-profit project management, and web development.

I have a proven track record of supporting MSME enterprises, non-profit entities, and individuals in achieving their goals.

**MAIL@GHAYTH-ABDALLAH.COM** **|** [**(961) 71 625 947**](https://wa.link/s8hjzy) **| TRIPOLI, LEBANON**

# ACADEMICS

* **Bachelor** of Business Management|Lebanese University, 2015
* **Diploma** of Human Resources Management|Alison, 2016
* **Incomplete Master Degree** of Global Project Management | Australia, Torrens University, 2018
* International Organizations & UN Management **Certificate** | University of Geneva, 2021
* Global/International **Project Management for Development Professional** | PM4NGOs DPro, November 2021
* Highlighted Readings: ICF Coaching Guide, BABOK, SHRM, MEAL DPro, Practical Financial Management for NGOs.

**Coaching | Project Management | Business Analysis | Data Analysis | Talent Acquisition | Web Development**

# TASKS INVOLVEMENT

* **MARKETING & GROWTH STRATEGIES**
	+ Lead digital marketing initiatives, content strategies development, and a team of web developers as part of my freelancing services; resulting in substantial growth and thought leadership for clients across the MENA Region.
* **PROGRAM LEADERSHIP**
	+ Managed the full cycle of several projects with UTOPIA organization.
	+ Managed the referrals systems, reporting, operational databases for multiple organizations, significantly improving efficiency and tracking.
	+ Served as primary point of contact for diverse stakeholders, facilitating over 75 conferences, and activities.
	+ Provided programmatic and administrative support to Save the Children and other organizations, developing and reviewing program materials and studies (LS4S, and Akkar and Tripoli Household Vulnerability Research).
	+ Designed and implemented outreach policies and procedures for UTOPIA, streamlining communication and engagement.
* **MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING (MEAL)**
	+ Developed and implemented effective M&E systems, plans, and tools, leading data collection exercises and managing M&E data.
	+ Maintained accurate and timely data collection for multiple projects, and successfully recruited, trained, and monitored data collectors,
	+ Developed systems to manage information generated by MEAL activities, enhancing accountability and learning. Contributed to developing and managing complaint and feedback mechanisms, improving transparency and responsiveness.
* **HUMAN RESOURCES CONSULTANCY & COACHING**
	+ Acted as a human resources manager for multiple organizations (100+ staff), including ACTS Lebanon HQ, UTOPIA, IP-GATE, and G-Lounge. Led Save the Children North Office Staff Wellbeing Committee for one year, fostering a positive and supportive work environment.
	+ Designed and implemented comprehensive HRM policies and procedures for UTOPIA, IP-GATE, and G-Lounge, ensuring compliance and best practices.
	+ Mobilized talents and provided support in various areas across industries, delivering more than 300 impactful training and coaching workshops.

**SKYPE** [live:ghayth.abdullah](https://join.skype.com/invite/lk6MgcyZsBQ2) | **PORTFOLIO** [ghayth-abdallah.com](https://www.ghayth-abdallah.com/) | [Video Introduction (click](https://youtu.be/iZEvPl_GXi0?si=SNB2Mwlo9CTcFmKj))

# PROFESSIONAL EXPERIENCE

## CAREER SPACK PLATFORM | Lebanon

**FREELANCE BUSINESS CONSULTANT & EXECUTIVE COACH** |Feb 01, 2020 to June 15, 2024

Clients: Business Setup Companies, Travel Agencies, IP-GATE, G-Lounge, Creative Community House, Leading Hands Organization, and Deir Ammar and Minieh Union of Municipalities

## SAVE THE CHILDREN |Lebanon, North and Beirut

**AWARDS MANAGEMENT PROGRAM OFFICER** | May 01, 2021 to Jan 31 2024

**TASK-BASED EU CONSORTIA PROGRAM OFFICER** | Nov 01, 2022 to Jan 31 2023

**FSL & SOCIAL PROTECTION PROGRAM SUPPORT** |Nov 16, 2020 to Apr 30, 2021

Donors: EU, UN, HF, NMFA, JPF, ECW, LEGO, Leila St., J&J, Brigitte, and World Bank

## WEWORLD GVC ONLUS | Lebanon, Akkar and Bekaa

**COUNTRY MEAL ASSISTANT & ACTING MEAL IN CHARGE FOR AKKAR OFFICE** |Jul 01, 2019 to Oct 31, 2020

Donors: DONORS: AICS, ECHO & EU MADAD

## ASSOCIATION FOR FOREST DEVELOPMENT & CONSERVATION (AFDC) | Lebanon, Akkar

**OUTREACH & DATA MANAGEMENT OFFICER** | Sep 01, 2018 to Apr 30, 2019

Donors: BMZ & WFP

## UTOPIA ORGANIZATION | Lebanon, Tripoli

**HR & FIELD COORDINATOR** |Nov 01, 2016 to Feb 28, 2018

## TRUST TECHNOLOGY | Lebanon, Tripoli

**HR COORDINATOR & ACTING HR MANAGER** |May 01, 2016 to Oct 31, 2016

## ADVANCED CONSTRUCTION TECHNOLOGY & SERVICES (ACTS) | Lebanon, Beirut

**HR OFFICER & ACTING HR MANAGER** |Dec 01, 2015 to Mar 31, 2016

# COMMUNITY ENGAGEMENT

**BUSINESS ADVISOR** at CREATIVE COMMUNITY HOUSE

**MENTOR & TRAINER** at LASER ASSOCIATION, and ALKINDY SOCIAL HUB | 2016

**VOLUNTEERED** with NSW CANCER COUNCIL, and WE LOVE TRIPOLI.

# CERTIFICATES

**GOOGLE ADS SEARCH** – GOOGLE | **LINKEDIN MARKETING** – LINKEDIN| **PROPOSAL & REPORT WRITING** – SAVE THE CHILDREN| **IELTS 6.5** – BRITISH COUNCIL | **HRM & ACCOUNTING PROFESSIONAL** – VISIONARIS MIDDLE EAST | **CIVIC ADVOCACY** – MERCY CORPS | **STARTUP SKILLS** – TEC | **CONFLICT RESOLUTION** – UNIP | **FRAUD, BRIBERY & CORRUPTION** - **KIDNAPPING & HOSTAGE SURVIVAL** - **PERSONAL SAFETY & SECURITY** – DISASTER READY | **ADAPTIVE SOCIAL PROTECTION** – SOCIALPROTECTION.ORG PLATFORM

# WORKSHOPS, COURSES & INDUCTIONS

Web Development | Anti-Harassment & Diversity | Social Entrepreneurship | Psychological First Aid | Referral Pathways | MEAL | Child Safeguarding & Social Empowerment | UN Convention against Corruption | Mapping | Conflict Analysis | Lebanese Municipal Policies | Lebanese Labor Law, NSSF & Tax | Lebanese Organizations Registration

# INFORMATION TECHNOLOGY LITERACY

MS Applications – Advanced Level: MS Project, Excel 3D Mapping, and MS NAV

Data Analysis – Intermediate Level: STATA, SPSS, KOBO, ODK, Survey123, Power BI and Google Earth Pro

Editing – Upper-Intermediate Level: Photoshop, After Effect, Canva, and Adobe Express Platform

Information Technology - Basic Level: Networks, HTML, CSS, JavaScript, React and Mongo DB

Digital Marketing – Advanced Level: Google Ads, Analytics, and Tag Manager. LinkedIn Ads, META Ads, YouTube Ads

**Nationality:** Lebanese **| Location:** Tripoli, Lebanon **| LINKTREE** [linktr.ee/ghayth.abdallah](https://linktr.ee/ghayth.abdallah)