



GHAYTH M. ABDALLAH

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.

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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

1 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.

1 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.

1 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.

1 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.abdallah | PORTFOLIO ghayth-abdallah.com | Video Introduction (click)

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