



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.

MAIL@GHAYTH-ABDALLAH.COM | (961) 71 625 947 | TRIPOLI, LEBANON

ACADEMICS

- ✓ **Bachelor** of Business Management | Lebanese University, 2015
- ✓ **Diploma** of Human Resources Management | Alison, 2016
- ✓ **Diploma** 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

- Successfully led marketing initiatives and content strategies, and led a team of web developers resulting in substantial growth and thought leadership for multiple clients across the Middle East and Gulf regions.

PROGRAM LEADERSHIP

- Coordinated and reported on operational activities for multiple organizations, including Save the Children. Successfully led the establishment and management of a program referrals database for the northern Lebanon office, significantly improving efficiency and tracking.
- Served as primary point of contact for diverse stakeholders, facilitating over 75 conferences, activities, and sessions. Effectively reestablished and managed the volunteers' department for UTOPIA, Creative Community House, and Al Dandashi Organization including comprehensive training programs.
- Provided programmatic and administrative support to Save the Children and other organizations, developing and reviewing program materials and studies. 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. Ensuring 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

- 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.
- Successfully mobilized talents and provided support in various areas across industries, delivering impactful training and coaching workshops.

SKYPE live:ghayth.abdallah | PORTFOLIO ghayth-abdallah.com | Video Introduction (click)

PROFESSIONAL EXPERIENCE

CAREER SPACK PLATFORM| Hybrid

FOUNDER, CONSULTANT, AND COACH | Feb 01, 2020 to date

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

SAVE THE CHILDREN | DONORS: EU, UN, HF, NMFA, JPF, ECW, LEGO, Leila St., J&J, Brigitte, World Bank | Northern Lebanon

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

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

FSL & SOCIAL PROTECTION PROGRAM SUPPORT | PROGRAM: EU MADAD | Nov 16, 2020 to Apr 30, 2021

WEWORLD GVC ONLUS | DONORS: AICS, ECHO & EU MADAD | Lebanon, Akkar with frequent visits to Bekaa

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

ASSOCIATION FOR FOREST DEVELOPMENT & CONSERVATION (AFDC) | DONORS: BMZ & WFP | Lebanon, Akkar

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

UTOPIA ORGANIZATION | DONORS: UNHCR, UNOCHA, USAID, UKAID & UNICEF | Lebanon, T5

HR & FIELD COORDINATOR – WASH & SHELTER | 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 | Australia – 2018, WE LOVE TRIPOLI | 2015, ISLAMIC SCOUTS | 2008

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

COMPUTER LITERACY

MS Applications Trainer, MS Project, Excel 3D Mapping, and MS NAV

KOBO, ODK, Survey123 Databases, and Google Earth Pro

Photoshop, After Effect, Canva, and Adobe Express Platform

Information Technology Basic Knowledge (Networks, HTML, CSS, Javascript, React JS, PHP, React Native, Node JS, and MySQL)

LINKTREE



REFERENCES

