



# AHMAD SHKIEF

## PROJECT MANAGEMENT

### CONTACT

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Dubai, Business bay

### EDUCATION

Bachelor of Business Management AUL  
University, Beqaa, Lebanon 2010

### TECHNICAL SKILLS

- Project Cycle Management (PCM)
- MEAL, RANAS, Sphere Standards
- Microsoft 365, GIS
- Data Visualization
- Budget Forecasting & Donor Reporting

### MANAGEMENT SKILLS

- Team Leadership & Development
- Risk Management
- Stakeholder Engagement
- Procurement & Logistics Oversight
- Strategic Planning
- Performance Optimization

### PROFILE

Experienced and PMP-certified Project Manager with 9+ years of success leading end-to-end project delivery across diverse sectors. Skilled in managing cross-functional teams, coordinating stakeholders, controlling budgets, and ensuring on-time, high-quality execution of complex projects. Known for driving operational efficiency, risk mitigation, and continuous improvement. Adept at project planning, procurement oversight, and resource optimization. Committed to delivering impactful results and operational excellence in challenging project environments.

### KEY ACHEIVEMENTS

- Secured \$2.4M in UNICEF funding (2022) by leading a successful proposal and digitizing project workflows, achieving 99% data accuracy.
- Delivered integrated WASH, Shelter, and Protection services to 45,000+ beneficiaries with 100% donor compliance.
- Boosted donor reporting efficiency by 30% by streamlining MEAL systems and optimizing data management.
- Directed roving operations serving 30,000+ people, improving resource allocation and overall operational performance.

### WORK EXPERIENCE

- Process Optimization Consultant** MCCC 03/2025 – 09/2025 Doha-Qatar
  - Optimized existing operational workflows and identified system inefficiencies to enhance overall performance and productivity.
  - Designed and implemented Standard Operating Procedures (SoPs) to standardize tasks across departments and ensure consistent quality and accountability.
  - Developed detailed Job Descriptions and defined roles and responsibilities to clarify reporting lines and task ownership across teams.
  - Conducted process audits to detect workflow and system errors, implementing corrective measures that strengthened organizational resilience.
- Project Manager** World Vision 03/2022 – 02/2025 Beqaa-Lebanon
  - Directed multi-sectoral teams delivering critical services to over 45,000 beneficiaries in high-risk environments.
  - Oversaw a \$2M+ budget including procurement forecasting, donor reporting, and resource allocation with full compliance.
  - Strengthened stakeholder partnerships to ensure seamless coordination and improved project outcomes.
  - Led MEAL system implementation, ensuring accurate data collection, reporting, and alignment with donor standards.

## CERTIFICATIONS

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- ♦ Project Management Professional (PMP)® — Certified 08/2025, PMI, Credential No. 4179010
- ♦ Monitoring, Evaluation, Accountability & Learning (MEAL) — Certified 11/2021
- ♦ Geographic Information Systems (GIS) — Certified 10/2021
- ♦ Microsoft 365 — Certified 01/2020
- ♦ Project Cycle Management (PCM) — Certified 06/2020

## TRAININGS

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- ♦ Project Management & Planning
- ♦ Project Cycle Management (PCM)
- ♦ Budget Planning
- ♦ Proposal Writing
- ♦ Managing Resources to Optimize Results
- ♦ Time Management
- ♦ Communication, Feedback, and Performance Management
- ♦ Coping with Change
- ♦ Project management
- ♦ Analyzing
- ♦ Safe Identification, Reporting, and Referral (SIRAR)
- ♦ Sphere Standard
- ♦ Prevention of Sexual Exploitation and Abuse
- ♦ Duty of Care
- ♦ Fire Safety
- ♦ First Aid
- ♦ DEWATS
- ♦ PHAST, CHAST & RANAS

## LANGUAGES

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- ♦ Arabic (Native)
- ♦ English (Fluent)

## WORK EXPERIENCE

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- **Project Officer** 06/2016 - 02/2022  
Norwegian Refugee Council Beqaa-Lebanon
  - ♦ Managed roving team delivering multi-sector projects across various locations, reaching over 30,000 beneficiaries.
  - ♦ Streamlined budget tracking and resource management to improve operational efficiency.
  - ♦ Designed and enhanced data and information management systems supporting real-time decision-making.
  - ♦ Facilitated “lessons learned” workshops to drive continuous improvement and best practice sharing.
- **Project Assistant** 12/2015 - 05/2016  
Norwegian Refugee Council Beqaa-Lebanon
  - ♦ Maintained and updated project databases to support accurate, timely internal reporting.
  - ♦ Assisted in tracking budgets and coordinating logistics for ongoing field activities.
  - ♦ Monitored project fieldwork, generating performance reports for senior leadership.
  - ♦ Developed customized monitoring tools to improve data collection and reporting accuracy.
- **Operations Supervisor** 10/2012 - 08/2014  
Center Jdita Beqaa-Lebanon
  - ♦ Supervised daily fleet and logistics operations, ensuring prompt service delivery across departments.
  - ♦ Optimized workflows by implementing structured scheduling and tracking mechanisms.
  - ♦ Managed financial transactions and maintained cash flow accuracy with strict adherence to procedures.
- **Administrative Assistant** 08/2011 - 02/2012  
Hajjar Services Beqaa-Lebanon
  - ♦ Processed payments and conducted monthly bank reconciliations with a high degree of precision.
  - ♦ Supported smooth business operations through efficient coordination with internal and external stakeholders.
  - ♦ Compiled and submitted daily and monthly financial reports to guide managerial decisions.

## REFERENCES

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Available upon request.