

# ABDUL KARIM MOURAD

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Reporting and Information Management professional with 8+ years of experience in documentation, analytical writing, SDG-linked programmes, and coordination across UN-partnered initiatives. Skilled in preparing reports, summaries, and fact sheets, and in supporting programmes implemented under UNICEF, UNRWA, and IOM. Strong background in crisis response, human rights and gender-sensitive approaches, and working with vulnerable and displacement-affected communities. Advanced digital literacy with IT and database management training experience.

## EDUCATION

2024 - in Progress

**Master of Business Administration (MBA)**  
*American University of Technology (AUT)*

2011 - 2014

**Bachelor of Information Technology**  
*American University of Technology*

## PROFESSIONAL EXPERIENCE

### Senior Digital Facilitator (Part-Time)

DOT Lebanon | 2018 - Present

- Prepared structured training documentation, session summaries, analytical notes, and progress reports to support programme planning and information flow.
- Developed digital data-collection tools (Google Forms, KoboToolbox) to support monitoring, reporting, and evidence-based decision-making.
- Integrated the Sustainable Development Goals (SDGs) into youth programmes; facilitated activities enabling participants to design community solutions linked to SDG challenges.
- Delivered digital empowerment and innovation programmes implemented under UNICEF, UNRWA, and IOM—working directly with Palestinian gatherings and Syrian displacement-affected communities using context-appropriate and inclusive methodologies.
- Ensured gender-sensitive and rights-based learning environments by integrating inclusive practices into all programme activities.
- Coordinated with internal teams, field officers, and UN-partnered programmes to ensure coherent information sharing and aligned reporting requirements.
- Taught Microsoft Office applications, digital literacy, cloud technologies, and introductory database concepts, enhancing participants' technical and professional competencies.

### Teacher Trainer (Part-Time)

CodeBrave | 2024 - Present

- Produced structured lesson plans, training scripts, session reports, and follow-up notes used for programme reporting and curriculum refinement.
- Prepared background notes, concept explanations, and resource packages for teachers delivering digital and coding curricula.
- Coordinated communication between teachers, school staff, and project management to ensure coherent programme implementation.

### First Aid & First Responder Trainer

## **Lebanese Red Cross | 2019–Present**

- Delivered standardized training modules with complete documentation, participant records, and evaluation reports.
- Ensured adherence to humanitarian principles, human dignity, and non-discrimination through rights-based and gender-sensitive training approaches.
- Contributed to emergency preparedness by producing structured reports, training assessments, and post-activity summaries.

## **VOLUNTEER EXPERIENCE**

### **EMS Rescuer & Team Leader (Volunteer)**

#### **Lebanese Red Cross | 2016–Present**

- Participated in major crisis and emergency responses, including conflict-related incidents and nation-wide public health emergencies (COVID-19), contributing to situation reporting and incident documentation.
- Coordinated with teams during emergency operations; documented decisions, follow-up actions, and operational needs.
- Engaged with vulnerable populations, refugees, and host communities, applying protection, dignity, and inclusion principles in all interactions.
- Supported interdepartmental communication and contributed to continuous improvement of field procedures.

### **Secretary – Halba Station**

#### **Lebanese Red Cross | 2023–Nov 2024**

- Prepared administrative reports, meeting minutes, internal memos, and official correspondence.
- Implemented a station-wide document management and filing system, improving information tracking and archival consistency.
- Ensured accurate data entry, structured record-keeping, and compliance with administrative standards.
- Facilitated communication and coordination between volunteers, management, and external partners.

## **CERTIFICATIONS**

- AWS re/Start Certified Instructor
- AWS Solutions Architect Associate
- Meta Certified Digital Marketing Associate
- Meta Social Media Marketing Professional
- Cisco ITE Certified Instructor
- Certified First Aid Trainer – Lebanese Red Cross
- Certified First Responder Trainer – Lebanese Red Cross

## **KEY SKILLS**

- Reporting & analytical writing (summaries, fact sheets, minutes)
- Information management & data collection tools (Kobo, Google Forms)
- SDG integration, human rights & gender-sensitive approaches
- Crisis & emergency response (conflict incidents, public health emergencies)
- Coordination & stakeholder engagement (UN-partnered programmes)
- Advanced digital literacy: Microsoft Office trainer, DB fundamentals, cloud tools
- Strong communication, teamwork, and multicultural collaboration

## **LANGUAGES**

- **Arabic:** Full Professional Proficiency
- **English:** Full Professional Proficiency