

Osman Hammoudeh

HR Phd

08/01/1991



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LEBANON

WORK EXPERIENCE

Administrative Ogero Telecom

12/2017 - Present

LEBANON-TRIPOLI

ADMINISTRATIVE/ CONTRACT EMPLOYEE

Achievements/Tasks

- Administrative supervision in the information technology sector

Senior Managing Assistant Overseas Yapi for Trading & investment

08/2016 - Present

Ghana,Turkey, Lebanon

General trading, investment, export & import between Ghana, Lebanon

Achievements/Tasks

- Senior Managing Assistant to the General Manager (planning, organization, implementation, monitoring, evaluation, sales, negotiations, HR management practices)
- Full time/Self employee

Managing Assistant Mercy-USA For aid & development

08/2015 - 08/2016

Lebanon

NGO

Achievements/Tasks

- Supports in the set-up of proposals and deals with partner NGOs directly
- Sets up and prepares monthly meeting schedules for the office staff
- Supports in creating a yearly plan for M-USA Lebanon operation
- Supports Field Office
- Guides the field towards the conducting of their day to day tasks

Junior Managing Assistant Qabass Computers /sales department (branch of Lebanon) - Branch manager (Ghana 2013)

08/2010 - 04/2014

Lebanon, Ghana

EDUCATION

PhD/ Human Resources Program University Sains Islam Malaysia USIM

08/2018 - 04/2023

Malaysia

Diploma's Degree/ Political Science - International Crisis Management International Relations Academy / Sabah Eddin Zaiim university

05/2018 - 08/2018

TURKEY - ISTANBUL

Master's Degree/ Project Management Jinan University

09/2014 - 09/2017

Lebanon

Bachelor's Degree/ General Management Jinan University

09/2009 - 07/2012

Lebanon

SKILLS

• Excellent experience in Management, HR

• Very Good Experience in research methods of all quantitative and qualitative types

Performance appraisal/ KPI'S

Decision-making

HR practices

Negotiation & Mediation skills

Digital Marketing

client and vendor management skills

Effective time management skills and the ability to multitask

Able to lead others in high-demand situations

Planning, budgeting, goals setting, strategic thinking

Strong computer skills in Microsoft office/Social Media

organizational skills

Supervising people or processes

MY RESEARCH & PAPERS

The impact of crisis management on institutional work
(07/2021)

conference " ICIMAC 2021" - University Sains Islam Malaysia

The effect of occupational compatibility on job performance
(10/2021)

conference " ICDAIM 2021" - University Sains Islam Malaysia

The role of external auditor in administrative decision making
in the universities (06/2022)

Journal of Marcel for social science - Malaysia

successful green human resource management practices
impact on employee's turnover (02/2023)

Journal of ijcm Malaysia

The impact of state functions & administrative
decentralization in building the modern Lebanon (02/2020)

JINAN UNIVERSITY - LEBANON

LANGUAGES

Arabic, English, French

Professional Working Proficiency

TRAINING

Training in Results based management (RBM) concepts with
international consulting bureau (ICB) - Turkey / Intalya

Applications of key performance indicators KPI in HR / Istanbul

Social media Management by Meta - Coursera

Sales professionalism course- Udemey

Feasibility study course with Mr. Hussein Bakry - Egypt