

Address:
Hadath, Beirut, Lebanon

Phone: +961 3 190044
E-mail:
rachadmoghnieh@hotmail.com

Rachad Moghnieh

Personal Information

D.O.B.: 02/08/1985

Marital Status: Single

Nationality: Lebanese

Education

2014 Lebanese University – CISCO Academy
Cisco Certified Network Associate – Level 4 (CCNA 4)

2009 Arts, Science & Technology University in Lebanon (AUL)
BA in Management Information System (MIS)

2007 Arts, Science & Technology University in Lebanon (AUL)
Third Year – Computer Communication Engineering (CCE)

2009 - 2010 Lebanese University
1st Year – Political Sciences

2004 Cadmous College - Tyre
Baccalaureate in General Sciences – Official Degree

Work experience

September 2011 till Present Lebanese University

Position: IT Expert

- Creating, developing and managing content for EDST and platform's websites.
- Giving guidance on layout, colors and styles.
- Maintaining a consistent look and feel throughout all web properties.
- Keeping current with emerging web technologies through relevant blogs and events.
- Identifying the type of content the site will host.
- Evaluating the success of web work, including setting key performance indicators, monitoring visitor statistics, feedback and participation.
- Leading strategic planning to achieve goals by identifying and prioritizing development initiatives and setting timetables for the evaluation, development, and deployment of all web-based services.
- Creating Software and programs to support EDST projects.

- Researching, procuring, installing, and configuring software applications.
- Insuring departmental and individual adherence to antivirus and network security standards.
- Writing the programming code, either from scratch or by adapting existing website software and graphics packages to meet requirements.
- Daily support for staff's daily IT work, Scanning, word, excel, PowerPoint etc...
- Daily support for staff updating and following up on existing software.
- Supporting staff in achieving professional IT skills.
- Communicating with the Central Administration to update the Lebanese University's website with the necessary information about EDST.

February 2011 till Date SHEILD(Humanitarian Organization)

Position: Senior Logistics, IT and Security Expert:

- Security Focal Point.
- Responsible for full SHEILD IT and website.
- Supervisor of SHEILD logistics and warehousing.
- Responsible for SHEILD's website design and Programming.
- Developing and implementing policies and procedures for electronic data processing and computer systems operations and development.
- Ensuring IT repairs and maintenance.
- Reviewing IT procurement.
- Managing Logistics and Procurement procedures for SHEILD.
- Responsible for overseeing the inventory management process.
- Maintaining receiving, warehousing and distribution operations by initiating, coordinating and enforcing program operational and personnel policies and procedures.
- Providing Logistics Trainings for SHEILD staff.
- Security adviser for SHEILD Program.

September 2007 till July 2010 Norwegian Refugee Council (NRC)

Position: Security and Logistics Officer:

- Country Program Security Focal Point.
- Country program Mine Expert.
- Security advisor for NRC Lebanon Country Director, Project Managers and Crisis Management team.
- Providing Security Trainings for NRC staff and Drivers.
- Responsible for the security and evacuation plan of NRC Head-office and Education Project.
- Coordinator for monthly security coordination meetings for NRC security focal points of the projects in different areas.
- Connecting and coordinating with Local groups/parties and NGO's.
- Managing the security and safety issues.
- Monitoring day-to-day security issues and events in the country at large and the areas of operations more specifically, and acting as the focal point for security among project logisticians and advisor to the Country Director.
- Monitoring and managing movements at the request of the Country Director or in the event of a security situation
- Writing Security reports and Following up the events.
- Writing weekly report on the security situation in Lebanon to the CD and to NRC Global Security Manager in Head Quarters.

- Attending NRC Head Quarters Security Course for Country Security Focal Points in Oslo, Norway (Basic Security in the Field, Security in Hostile Environments).
- Attending UNDSS Security Awareness Training (SAT): UN Security management System, Security Incidents in Lebanon, Fire safety, Evacuation Plan, Dealing with threats, Security during Earthquake and Tsunami, Security Clearance procedures, Introduction to Security Information Operations Center (SIOC) of UNDSS.
- Attending the Sphere Training, Humanitarian Charter and Minimum Standards in Disaster response.
- Establishing communication procedures, radio talking measures and codings.
- Ensuring that all radio equipments are licensed and working on dedicated frequencies
- Responsible for maintaining or subcontracting maintenance of all radio and communication equipment.
- Responsible for the purchase and distribution of materials to the Education Program.
- Managing logistical issues and procurement for NRC Education Project.
- Introducing, training, updating and supporting all NRC Education project personnel on NRC logistic/procurement procedures.
- Implementing and updating inventory in Education Program.
- Providing all necessary reports related to log/procurements.
- Acting as a technical advisor for designated project team leadres regarding procurement alternatives.
- Establishing warehousing procedures and training stockkeepers.
- Ensuring IT repairs and maintenance.
- Reviewing IT procurement.

July 2007 till September 2007 Norwegian Refugee Council (NRC)

Position: Liaison Officer.

- Visiting Iraqi families and fill the assessment form for the education project.
- Data entry.
- Helping in preparing and making psychosocial activities and special days for NRC-INSAN educational resource center.
- Preparing logistical issues for NRC-INSAN Education Resource Center.
- Teaching sports and computer courses.
- Preparing and implementing psychosocial activities for Iraqi refugees.
- Helping in preparing and making activities and special days for Iraqi youth.
- Preparing sports Competitions and tournaments.

2006 till 2007 INTERSOS (Humanitarian Aid Organization)

Position: Team Leader.

- Attending INTERSOS Mine Risk Education trainings for Mine Experts and Educators.
- Leading the team of Child Protection Program.
- Supervising Logistical work for INTERSOS/UNICEF projects.
- Implementing Mine Risk Education Program (certificate of attendance in mine risk education course) and Hygiene Promotion Program in the schools and in the villages of South Lebanon.
- Managing the security and safety issues within the team.

- Coordinating with the formal entities and institutes
- INTERSOS Local Mine Expert.
- Coordinating with the head of municipalities convincing them about the important role of Mine Risk Education and psychosocial activities especially after wars.
- Data entry.
- Making assessments and participating in preparing new projects for INTERSOS and UNICEF.
- Writing new projects and proposals for Humanitarian Aid Organizations in Lebanon.
- Being a member of the INTERSOS Emergency Team in the emergency case in the Al-Beddawi Palestinian camp (spreading needs for refugees during and after the conflicts).
- Acting as Country Security Focal Point for INTERSOS during Nahr El-Bared Conflicts and the emergency intervention.
- Assessing the situation of the Palestinian refugees coming from Nahr-El-Bared camp to Al-Rashidiyyeh (Sour) camp.
- Attending UNHCR/INTERMOS Training courses about "Rapid Participatory Assessment".

2006 Infopro Research

Position: Survey Statistics.

- Collecting statistics from the visitors of the Lebanese ministry of finance.
- Data Entry.

2005-2006 Green Peace

Position: On Street Fundraiser.

- Collecting donations for environmental programs.
- Presenting information about the organization and campaigns in clear ways to the public.
- Meeting the set targets for the value of memberships to be recruited each week.
- Offering good support service and feeling of gratitude and belonging to new supporters.
- Encouraging Environmental activism.

2005 College Saint Georges

Position: Basketball Head Coach of elementary classes

2004 till 2005 COURTS Sportive Compound Beirut - Lebanon

Position: Basketball Head Coach of a team between the ages of 8 & 14

2002-2003 BIZNAS (E-Commerce Co.)

Tyre - Lebanon

Position: Salesman

- Selling software packages that teach languages and computer software online, in addition to a free website.
- Training agents on how to use the website and the e-mail included in the software package.

Languages

- Arabic: Native Tongue
- English: Excellent
- French: Excellent
- Italian: Weak (Beginner)

Computer Skills

- Operating System: Windows XP, Windows 7
- Applications: Microsoft ACCESS, WORD, EXCEL, POWERPOINT
- Programming: C++, Assembly Language, SQL, Internet Programming: html, Java Script, php, Google search expert.