

Khalil Hammad

MEAL OFFICER

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Objective

Certified MEAL Professional with a Bachelor's degree in Crisis and Disaster Management and proven expertise in Monitoring, Evaluation, Accountability, and Learning (MEAL). Experienced in developing MEAL frameworks, conducting comprehensive evaluations, and providing actionable insights to enhance program effectiveness. Proficient in tools like Excel, Power BI, and KoboToolbox (using XLS forms), with a strong background in designing dashboards, databases, and monitoring systems.

Skilled in using qualitative and quantitative methods, including FGDs, to collect and analyze data for decision-making. My experience spans projects in employment, education, and entrepreneurship, where I ensured evidence-based reporting and continuous improvement. I am eager to contribute my expertise to support organizations in achieving their strategic goals.

Experience

Business Development Center | MEAL Officer

9/2023 – Present

- Develop and implement MEAL frameworks for project activities.
- Implement data management procedures to ensure the accuracy, integrity, and security of project data.
- Create and maintain dashboards (using tools like Power BI and Google Looker) to track project progress
- Conduct regular field visits to ensure the effective implementation of MEAL systems and gather relevant data.
- Develop and manage data collection tools (e.g., Kobo Toolbox, MS Forms, Google Forms) for accurate and consistent data.
- Analyze and interpret data to provide insights into project performance
- Coordinate with project teams to integrate feedback mechanisms.
- Prepare comprehensive reports detailing project progress.

Trainer | Data Collection & Visualization Tools

6/2024 – Present

- Delivered training sessions on data collection methods, cleaning techniques, and data visualization using Power BI and MS form
- Provided hands-on support and ensured the practical application of tools in M&E activities.

World Vision | M&E Assistant**5/2023 – 8/2023 Temporary**

- Conducted surveys for M&E data collection at Azraq Camp, ensuring accuracy and relevance.
- Provided daily progress reports to the MEAL Department, maintaining clear communication on project updates.
- Translated questionnaires and monitoring tools for multiple projects, enhancing accessibility for diverse audiences.
- Facilitated feedback sessions, Focus Group Discussions (FGDs), and Key Informant Interviews (KIIs) to gather qualitative insights.

Mindset | Data Collector**7/2022 – 4/2023**

- Conduct field visits for data collection, data management, and analysis to contribute to timely and quality internal and external reporting
- Contribute to developing and reporting of project reviews, assessments, surveys, and other analytic or evaluation processes

United Nations V | Community Support**8/2021 – 2/2022**

- Supported the Information Technology Directorate staff at the Ministry of Health (MOH) by assisting in IT-related tasks and troubleshooting.
- Collected, managed, and continuously entered data to ensure up-to-date and accurate records.
- Addressed inquiries and provided support to callers, ensuring timely and effective communication.

Education

Tech for Jobs Program | Correlation One**10/2024 – Ongoing**

- Gaining proficiency in advanced data tools: Advanced Excel, SQL, Python, Tableau, and Looker Studio.
- Focus on data analysis, visualization, and business intelligence.
- Developing professional skills such as leadership, emotional intelligence, and workplace communication.

Al-Balqa Applied University, Jordan**2015 – 2019**

Bachelor's Degree in Disaster and Crisis Management

Languages

- Arabic – Native
- English – Advanced

Certifications

- Creating a Theory of Change | By Philanthropy University
- MEAL for Development Professionals | Zain International
- MEAL Dpro | By PM4NGOs
- Planning for Monitoring and Evaluation | By Philanthropy University
- Power BI Training | Eval Jordan
- Research, Analysis Skills and Reporting program | By Better Business
- Emergency Preparedness and Response | By UNICEF