

Tarek J. Kahil, MBA, PMP

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Lebanese

Project Manager versed in all Aspects of Project and Personnel Management. Results-oriented and High-energy Professional Engineer with a Talent for Leading by Example and Inspiring Peak Performance.



Education

2020	Project Management Institute, PMI	Beirut, Lebanon
	Project Manager Professional (PMP),	
2014-2016	Arab Open University,	Beirut, Lebanon
	Master degree in Business Administration (MBA): Graduated with Distinction with GPA of 3.33	
2009-2014	Beirut Arab University,	Beirut, Lebanon
	Bachelor degree in Communication and Electronics Engineering System: Graduated with Distinction Ranked third in Class with a GPA of 3.38	
1993-2009	Makassed Khaled Bin Walid School – Baccalaureate Life Sciences	Beirut, Lebanon



Work Experience

Jan 2017 – Now **Makhzoumi Foundation – www.makhzoumi-foundation.org Position: Part Time Instructor**
- Beirut, Lebanon

- **Teaching ICDL** (Average of 18 hours a week) that includes intensive training in Microsoft Office (Excel, Word, and Outlook)
- Preparation of Lecture Material, Examination, and Training aids
- Providing Assistance to the Academic Management in scheduling and creating grading systems.

July 2015- Now **ISN Technologies - www.isn-tech.com - Position: Project Manager** **- Beirut, Lebanon**

- Managing multiple high-profile projects; ensuring deadlines for deliverables are met.
- Preparing Bid Documents for Procurement, negotiating contracts and selecting best supplier in terms of Scope, Cost, Schedule and Quality.
- Preparing internal proposal benchmarking.
- Conducting risk assessment for projects that cover both legal, financial, and operational risks.
- Managing Project's Financials through monitoring and controlling purchase orders, transfers, & cash collections. Tracking all project financial & operational KPIs to maintain high quality deliverables.
- Managing project execution phase, along with updating the client with progress completion reports and meetings.
- Conducting feasibility studies to estimate Schedule, Risks, Resources and Costs.
- Collecting requirements, planning scope, schedule and cost baselines for Fiber Optics Project for Solidere Company in Beirut Area including: Site Inspecting to determine physical configuration, performing maintenance and recovery procedures, performing network diagnosing, and creating technical documentation for networks.

- Managing Project execution, monitoring and closing phases for Jamming Systems (HP Technology) including Installation, Testing, & Acceptance.
- Planning, implementing and controlling Intelligence Interception Systems (Trovicor Solutions), P25, DMR, TETRA (Motorola, Sepura, Teltronic), & Microwave Links (Ericsson) Communication Systems for Lebanese Internal Security Forces (LISF) including Core and Base Stations Installation, Terminals Programming and Configuration.
- Planning a Network for Transmitting Data from Roads Intersections to the Control Room through 3G/LTE Switches (Comnet Technology)
- Managing Initiating, Planning and Executing phases for different models of low current systems with control rooms (Bosch, Avigilon, Hikvision, Honeywell) according to client's requirements.
- Planning, Executing, Controlling and Closing for Wireless Transmission (Cisco Cloud System, Genetec) Project for Solidere Company (Beirut Sooks).
- Leading teams by keeping them focused on value creating activities, resolving conflicts and meeting deadlines.
- Coordinate informational meetings with senior management and team members to support proper completion of projects.

August 2013 - July 2015 **ISN Technologies - www.isn-tech.com - Position: Project Engineer – Beirut, Lebanon**

- Installed Full CCTV system (Bosch) for LISF including: Site Survey, and Negotiations to get the best offers.
- Observer on Engineering Sites related to CCTV systems for Solidere Company in Downtown Beirut area.
- Worked on Vehicle Tracking System Project including GPS positioning, Architecture of a vehicle tracking system, and GIS Systems
- Worked in the field of lightning using Green Energy and installed a full system for a private company
- Upgraded the CCTV System (Bosch and Comnet) of the Lebanese Governmental Palace from analogue/Coax system to IP/fiber one including: Site Survey, Infrastructure, Cameras, and Control Room
- Full Access Control System (Bosch, Honeywell) including: Cabling, Installing all components needed, and Managing the software

May 2012- August 2012 **Bin Omran Group - www.botc.com.qa – Position: Trainee – Doha, Qatar**

- Managed the work of 5 site workers
- Full UTP Cabling in Qatar Foundation City Al Awsaj School including: Installation, Termination, Testing, and Labeling
- Full UTP Cabling in the old location of QNCC new named Community School including: Installation, Termination, Testing, and Labeling



Computer Literacy and Languages

- Efficient skills in Microsoft Office (Excel, Word, and Power Point), Microsoft Visio and AutoCAD.
- Basic skills in Kali Linux and Hacking Skills.
- Languages: English (Full professional proficiency), Arabic (Native professional proficiency).



Certificates

- **Formatech-** Beirut, Lebanon (September 2019): PMP Exam Preparation Course
- **Formatech** – Beirut, Lebanon (May 2016): Certificate in Occupational Safety & Health.
- **Sapura Factory** – Vienna, Austria (October 2014): Certificate in Installing and Maintaining all Tetra Infrastructure (Software and Hardware).
- **British Council** – Beirut Lebanon (September 2007) Certificate in Expert Level in English Language.