

TAREK BAYDOUN

Operation Team Lead



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📍 Beirut, Lebanon

📅 01/10/1996

🇱🇧 Lebanese

Profile

- An Operation Team Leader with a experienced background in manage overall operations and responsible for the effective and successful management of labor, productivity, quality control, and safety measures as established and set for the Operations Department.
- My main objectives are to enhance the operational procedure, systems, and principles in the areas of information flow and management, business processes, enhanced management reporting, and look for opportunities to expand systems.

Professional Experience

2021 – present
Beirut & South,
Lebanon

Field Officer, DPNA/UNICEF

- Formulating evaluative resources to guide the fieldwork.
- Inspecting delivery sites to ascertain the appropriateness of contemporary conditions.
- Conferring with project beneficiaries and support staff to evaluate uptake, pitfalls, and areas necessitating expansion.
- Collecting samples, where possible, for subsequent inspection.
- Inputting data into suitable software and then arranging this to facilitate analysis.
- Extracting and reporting on data-driven conclusions for each salient undertaking.
- Revising and creating novel implementations that cover shortfalls in extant initiatives.
- Updating your expertise by employing a proactive approach to learning.

2020 – present
Beirut, Lebanon

Operation Team Leader, Blue Oasis-Company Company

- Recruit, select, train, assign, schedule, coach, counsel, and discipline employees
- Communicate job expectations; planning, monitoring, appraising, and reviewing job contributions
- Plan and review compensation actions; enforcing policies and procedures
- Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions
- Analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations
- Accomplish operations and organization mission by completing related results as needed
- Manage relationships with key operations vendors
- Track vendor pricing, rebates, and service levels
- Communicate all operating policies and/or issues at department meetings

2018 – 2020
Beirut, Lebanon

Account Executive, *Blue Oasis-Corporate Company*

- Understanding and satisfying client needs and challenges.
- Identifying potential target accounts through online and offline networking.
- Creating (and potentially delivering) effective sales presentations and pitches.
- Building and nurturing client relationships.
- Hitting sales targets.
- Resolving client issues and queries that crop up before the deal has closed.
- Seeking out opportunities to upsell and cross-sell existing accounts.
- Finding key solutions through data analysis.
- Handling negotiations and overcoming potential concerns.

Education

2019 – 2021
Beirut, Lebanon

Masters of Business Administration and Management (MBA), *LIU*

- A master of business administration (MBA) is a graduate degree that provides theoretical and practical training for business or investment management.
- An MBA is designed to help graduates gain a better understanding of general business management functions.

2015 – 2018
Beirut, Lebanon

Bachelor of Business Administration in Hospitality and Tourism Management, *LIU*

- The Bachelor of Business Administration in Hospitality & Tourism Management is designed to introduce students to the requirements of the Hospitality and Tourism Industry.
- Students are exposed to policies regarding Tourism, Hotel and Guest Services industry, Restaurant Industry and Food and Beverage considerations.

Certificates

The Fundamentals Of Digital Marketing (*Google Digital Garage*)

Trainings & Internships

11/2019 – 12/2021
Beirut, Lebanon

Costumer Services intern, *Rotana Hotel*

03/2018 – 09/2018
Beirut, Lebanon

Food and Beverages Intern, *Lebanese Beirut Airport Catering Company (LBACC)*

03/2017 – 09/2017
Beirut, Lebanon

Reservation Hotel Management Intern, *Jiyeh Marina Golden Tulip Resort*

2022
Beirut, Lebanon

The Fundamentals Of Digital Marketing, *Google Digital Garage*

Languages

Arabic



English

