



Tarek Ghamrawi

Date of birth: 09/01/1990 | **Nationality:** Lebanese | **Phone number:**

(+961) 76923634 (Mobile) | **Email address:** tarekghimrawi@yahoo.com |

Address: North Governate, Tripoli, damm and farez street Imad building 5th floor, 1400, Tripoli, Lebanon (Home)

WORK EXPERIENCE

01/08/2021 – CURRENT Tripoli, Lebanon

BUSINESS MSME CONSULTANT / DIGITAL TRANSFORMATION CONSULTANT INTERPHASE PPMC

- IT process designer for Arab National Bank respecting IT governance framework of Saudi Central Bank
- Project Coordination for various MSME development programs funded by (UNDP, Swiss Embassy, GIZ)
- Business plan development for more than 40 MSME funded by Agence Française de Développement
- Customer Experience/ Customer Journey Development for Government entities in KSA & for Interphase
- Product Development for the Experience Management platform solution "Populus" at Interphase
- Coaching 50 startups & graduates on entrepreneurship & employability at American Corner U.S Embassy
- Consulting 6 MSMEs funded by SDO for the purpose of strengthening local women entrepreneurship
- DT consultant for government entities of KSA like the Ministry of Media, TDF, NCP, for the Vision 2030
- Consultancy and training for women empowerment programs like the LECORVAW's (The Lebanese Council to Resist Violence Against Woman) governing body on the subject of strategic planning and governance and like SDO on the subject of entrepreneurship

Website <https://www.interphase.me/>

25/12/2017 – 12/04/2018 Deir ammar, Lebanon

MANAGER OF LOGISTICS AND DISTRIBUTION RCG INTERNATIONAL

- Managing materials on site (19 million \$ Project for the Rehabilitation of Deir Ammar Power Plant).
- Monitoring of the material control unit (assistants and store keepers) and its operational processes.
- Technical IT and networking troubleshooter.
- Responsible for 80 expats needs (residency, healthcare and daily needs).
- Logistics, Procurement and petty cash management

07/10/2015 – 08/02/2017 Tripoli / Beirut, Lebanon

REFUGEE GUIDE INTERNATIONAL ORGANIZATION FOR MIGRATION

Rehabilitation & Resettlement program by UNHCR, hundreds of families were helped through embassies with their embassy documents, legislative & medical paperwork (recommendation letter from the Canadian Embassy was given)

15/09/2014 – 10/09/2015 Tripoli, Lebanon

LOGISTIC ASSISTANT HUMANITY AND INCLUSION FRANCE - HANDICAP INTERNATIONAL

- Procurement and logistic plans for the office based on programs needs and requests.
- Handling, making and recording requisitions upon request while handling also delivery processes.
- Forecasting of the upcoming monthly expenses along with petty cash management.
- Documenting, archiving, reporting of the logistic activities or any other related documents.
- Collecting quotations and presenting bid analysis to pick the best supplier for the requested purchases
- Ensuring quality and quantity are always available and with the right specifications requested.
- Managing inventory and reporting it daily and monthly and with a physical inspection.
- Coordinating movement concerning receipt of shipments & waybill creation.
- Identifying and classifying vendors and suppliers and managing bidding process.

07/10/2012 – 09/06/2013 Deddeh - elKoura, Lebanon

SCHOOL PRINCIPAL NADER'S TECHNICAL AND ACADEMICAL BOARDING SCHOOL

- Supervisory conduct on 15 teacher and 300 students.
- Achievement of a well sustained academical year for students with social vulnerabilities.

12/03/2013 – 13/06/2014 Chekka - elKoura, Lebanon

PERCUSSION INSTRUCTOR SELF EMPLOYED

- Teaching students the fundamentals and advanced concepts of playing the drums

● EDUCATION AND TRAINING

08/01/2021 – 07/01/2023 Tripoli , Lebanon

MASTER'S DEGREE IN MIS Lebanese University

Address Kobbah, 3rd branch, Tripoli , Lebanon | **Website** <https://www.ul.edu.lb/> |

Field of study Management Information System | **Final grade** 70/100

13/10/2009 – 11/08/2012 Tripoli , Lebanon

BACHELOR'S DEGREE IN MIS Lebanese International Univeristy

Address Tripoli , Lebanon | **Field of study** Management Information System

09/03/2012 – 12/08/2012 Alabama, United States

CERTIFICATE FROM GLO-BUS: DEVELOPING WINNING COMPETITIVE STRATEGIES (2012) University of South Alabama

Address Mobile, Alabama, United States | **Website** <https://www.southalabama.edu/>

● LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	B2	B2	B2	B2	B2
GERMAN	A2	A2	A2	A2	A2
CHINESE	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

BPMN 2.0 | PL\SQL | Microsoft Excel | Microsoft Powerpoint | HTML/ CSS | Microsoft Office | XML, XSLT, XSD | Java (for Android Development) | XML (Android Studio)

● ADDITIONAL INFORMATION

PROJECTS

01/04/2023 – CURRENT

DT Consultant for the Ministry of Media of KSA

DT Consultant for government entities of KSA, mainly focusing on auditing and developing required documents concerning the following disciplines:

- DT Strategic Planning
- DT leadership, capabilities and awareness
- Enterprise Architecture
- DT governance
- Policies and Procedures
- DT Project Management
- Business continuity and risk management
- Implementation of GRP government resource planning systems
- Digital infrastructure
- Data management and governance
- Open Data
- Quality Control of Digital services
- Shared Services
- Delivery Channels
- Customer Experience and Customer Journey Development

PS: Qiyas is a measurement used by the Digital Government Authority (DGA) in KSA to evaluate the quality of digital services and systems provided by government agencies

29/10/2022 – 22/03/2023

Digital Transformation Consultant for the National Center of Privatization of KSA

DT Consultant for NCP for two consecutive projects Qiyas 10 & 11 increasing its score from 18 to 37 in two weeks in Qiyas 10

06/06/2022 – 04/08/2022

DT Consultant for the Tourism Development Fund of KSA

DT Consultant following the transformation assessment periodically per a transparent methodology and was successfully able to score a passing grade on the benchmark of 68. where the focus concerned all indicators of "Qiyas"

01/02/2022 – 24/06/2022

IT Domain Process Developer using BPMN 2.0 for the Arab National Bank in KSA

IT Process creation of the "Arab National Bank's" IT domains according to the IT governance framework presented by SAMA the "Central Saudi Bank" The main IT domains addressed were: IT Strategy, IT Asset Management, Network Architecture and Design, Patch Management, IT Policy and Procedure, IT Roles and Responsibilities, Staff Competence and Training, System Configuration Management, Virtualization, Service Level Agreement. The key outputs resulted in delivering 9 documents containing several process models, along with process description and process design for each IT domain using BPMN 2.0 for model processing.

06/06/2022 – 06/10/2022

Consultation in Strategic planning and governance for LECORVAW

Strategic planning and governance coaching sessions for The Lebanese Council To Resist Violence Against Woman were delivered, They included guidance on governance best practices, which helped LECORVAW to establish effective decision-making processes and alignment with its executive body. Participants received advices on how to conduct Vision and Mission statements, strategic direction, how to set objectives, goals, Initiatives and projects how to conduct a SWOT analysis, how to set KPIs, how set priorities and develop action plans. The ultimate goal of the coaching session was to help LECORVAW create a clear, well-defined strategic plan that guides their decision-making and ensure that they are well positioned and aligned with their executive body.

06/11/2021 – 06/01/2022

Business Plan and Business Model development for 41 MSMEs in North Lebanon funded from AFD Agence Française de Développement

For the AFD Agence Française de Développement 41 MSMEs from 7 different sectors were coached and had their business plan developed in order to compete in a funded competition in front venture capitalists for the duration of 3 months

Those MSMEs from North Lebanon had their business model very well represented and their business plan intricately crafted for each and every single one of them and especially tailored to their need and to their goal which resulted in earning each of them a sum amount of non-less than 5000\$ in term of equipment and machinery in order to further develop their startups

08/08/2021 – 07/02/2022

Business MSME Consultant for women entrepreneurs funded by Senteurs D'Orient SDO

Personalized coaching programs were designed to meet the unique needs and goals of individual participants. Tailored business coaching to focus on specific subjects & areas of interest, such as digital marketing, finance and branding. The approach became more effective and relevant to their goals, enabling them to develop the skills, knowledge and mindset required. to successfully start and grow their businesses