

MAHMOUD OLEIK

American Lebanese | +961 70 628 961 | mahmoudoleik@gmail.com

[LinkedIn Profile](#)

Summary

Result oriented and creative individual, able to prioritize, multitask and effectively respond with an entrepreneurial and strategic mindset. Well versed in operations, supply chain, and project management. Proficient in B2B and B2C, as well as CRM and ERP.

Education

Lebanese American University – Beirut

June 2021

Bachelor of Science (B.S.) - Major: Information technology & Operations Management

Professional Experience

My Teem

Hybrid

Senior Operations Manager

April 2023 – April 2024

Managing and training cross-functional teams to ensure optimal performance across all departments. Maintaining relationships with key clients in the US while implementing and utilizing CRM for efficient workflow and resource allocation.

Setting monthly KPI's to be met by department along with monthly status reports to drive performance improvements.

Cool Med

Kuwait, Kuwait

Business Development Manager

April 2022 – April 2024

Research and identification of emerging clinical and marketing trends in the MENA market.

Implementation of set business and marketing plans to introduce new products & services.

Building communication strategies with potential doctors, institutes and influencers.

Negotiating sales agreements for the products and services with clinics.

Italian Home Building Material

Dubai, UAE

Contracted Project

Sept - Mar 2022

Representative of Italian Home BMT, Project with Arjaan by Rotana

Uniweld Products

Fort Lauderdale, Florida

Business Process Intern

June-Aug 2021

Intensive Training conducting data analysis and process improvement related to product design, product development and production.

Ward Leonard

Fort Lauderdale, Florida

Operations & Supply Intern

Oct - Apr 2019

Creation and Management of purchase orders for industrial machines all while ensuring timely procurement of critical resources. Skillfully handed inventory management, efficient tracking of stock levels and optimizing inventory turnover to meet demand while minimizing costs.

Aided senior management in strategic decision-making processes.

Licenses and Certifications

- SAP
- HIPPA
- Google Ads
- Erasmus+ Human Rights Representative
- NDU Model United Nations
- DOT innovation Labs with UNICEF - Digital Marketing Certificate
- Chabibeh Club – Life Coaching Certificate

Technical Proficiencies

- Salesforce, SAP, NextTech, NextGen, ERP-Systems
- Adobe Photoshop, Lightroom, Illustrator, Premiere, InDesign
- Microsoft Office Applications
- Visio, SPSS, VB, VBA, SQL, Unified Modeling Language

Languages

- **English** - Native / fluent
- **Arabic** - Native / fluent
- **French** - Native / fluent

Social & Extracurricular Activities

- Chief Patrouille

Lebanese Scout Association

- Project Coordinator

Chabibeh, Adyan, Oum El nour, Beirutopia, Make Sense

Key Skills

- Operations Management
- Supply Chain Management
- Enterprise Resource Planning
- Customer Relationship Management
- Inventory Control
- Data Analytics