



Zaher Houneineh

Project Lead

CONTACT INFORMATION

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SUMMARY

Hands-on Project Manager recognized for flawless execution and finding solutions to complex problems. Communicative and reliable professional polished in developing scopes and objectives and maintaining comprehensive project documentation. Commended for unexcelled record of completing critical projects on schedule and within budget.

WORK EXPERIENCE

Project Lead 2022 - Present

Toothpick | Lebanon

- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Meeting with project team members to identify and resolve issues.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Preparing status reports by gathering, analyzing, and summarizing relevant information.
- Establishing effective project communication plans and ensuring their execution.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Coordinating the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients.
- Conducting post-project evaluation and identifying successful and unsuccessful project elements

Operations Manager 2019 - 2022

Toothpick I Lebanon

- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Perform quality controls and monitor operational KPIs
- Find ways to increase quality of customer service
- Lead, motivate, and support a large team within a time-sensitive and demanding environment, including problem resolution and career development
- Manage timely data collection to update operations metrics to achieve productivity targets, reduce cost per unit, eliminate errors, and deliver excellent customer service
- Partner with cross-functional support teams in improving the proprietary tools and systems
- Conduct budget reviews and report cost plans to upper management

Accountant 2016 - 2019

BD Holding I Lebanon

- Review and recommend modifications to accounting systems and procedures
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Verify, allocate, post, and reconcile transactions
- Produce error-free accounting reports and present their results
- Document financial transactions by entering account information
- Prepares journal entries, cash, and inter-fund transfers.
- Work with procurement managers and buyers to source the right products
- Coordinates clearing and forwarding of all imports & exports for the company.

EDUCATION

- ACCOUNTING INFORMATION SYSTEM 2013 - 2016
LEBANESE INTERNATIONAL UNIVERSITY
- ACCOUNTING AND COMPUTER SCEINCE 2010 - 2013
NEIGB

COURSES

- **Google Project Management: Specialization** - Coursera
released Aug 2022
Credential ID Q2TMSW4AZSQY
- **Foundations of Project Management** - Coursera
released Aug 2022
Credential ID EFFCQ894WN4Q
- **Project Initiation: Starting a Successful Project** - Coursera
released Aug 2022
Credential ID BBQYTVVCGQY
- **Project Execution: Running the Project** - Coursera
released Aug 2022
Credential ID XEJNMW37T4FE
- **Create Charts and Dashboard using Google Sheets** - Coursera
released Mar 2022
Credential ID LUFUKST2MBGB
- **Managing Logistics** - LinkedIn
released Oct 2021
- **Operations Management Foundations** - LinkedIn
released Jul 2021
- **Introduction to Project Management** - Coursera
released Aug 2023
Credential ID SJ7VNX6VF2WV
- **Project Planning: Putting It All Together** - Coursera
released Aug 2022
Credential ID 8R3WHL5X6JJ2
- **Agile Project Management** - Coursera
released Aug 2022
Credential ID 9Z4SVQAHZR4A
- **Capstone: Applying Project Management in the Real World** - Coursera
released Aug 2022
Credential ID 4Z47YA384JPC
- **Programming Foundations: Software Testing/QA** - LinkedIn
released Dec 2021
- **Leading Projects** - LinkedIn
released Sep 2021

SKILLS

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|-------------------|-------------------|---------------------|-------------------|--------------|
| • Problem-solving | • Time-management | • Critical-thinking | • Decision-making | • Planning |
| • Communication | • Teamwork | • Flexibility | • Budgeting | • Leadership |

LANGUAGES

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| • Arabic | • English |
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