

Omar Itani

My objective is to continue my career at a reputable multinational firm where I can gain knowledge, learn and master new skills, develop my professional and personal attributes, and give back to the firm with a positive value for growth.

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Beirut, Lebanon

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Personal Development

Project Manager Executive

Metrik

Jeddah, Saudi Arabia

6/2023 – 3/2025

- Achievements/Tasks
- Successfully oversaw and managed multiple high-value fit out offices and exhibition booths projects from initiation to completion whilst consistently meeting tight deadlines and staying within the allocated budget
 - Led all phases of project execution including planning, budgeting, scheduling, logistics, and overseeing construction.
 - Acted as the main point of contact for clients by maintaining open lines of communication to manage expectations and ensure high levels of satisfaction
 - Managed and coordinated materials, labor, and subcontractors to ensure that resources were optimized to meet project requirements.
 - Proactively identified potential risks, implemented mitigation strategies, and ensured adherence to quality standards and safety protocols.
 - Regularly updated stakeholders, including senior management and clients, with progress reports, budget updates, and potential project adjustments.

Strategy Analyst

Aboab & co.

Riyadh, Saudi Arabia

08/2022 – 03/2023

- Achievements/Tasks
- Built a landscape assessment and benchmarked several practices (case studies, benchmarks, capability building)
 - Developed a comprehensive Awareness and Capability building strategy
 - Attended several workshops (strategy workshops, research results presentations, etc.) regarding the projects being worked on.

Intern

LGB Bank

Beirut, Lebanon

11/2021 – 12/2021

- Achievements/Tasks
- Handled transactions between clients and the bank, varying between cash withdrawals to check deposits and issue checks
 - Filled out transfer requests between clients on both personal and corporate accounts
 - Handled the taxation process in the bank

Mentor

Stars Football Academy

Beirut, Lebanon

07/2018 – 09/2019

- Achievements/Tasks
- Led and coached team players on and off the field
 - Optimized the division of team roles through the assessment of each player's strengths and weaknesses
 - Organized and arranged football matches with other academies serving as a liaison between the two teams
 - Conducted C-license certified programs and drill practice sessions for the team

Volunteer

Irshad & Islah

Beirut, Lebanon

01/2009 – 12/2023

- Led the organization through several public carnivals and entertainment activities during the holidays
- Effectively communicated across committees to ensure the success of the above events
- Aided with the logistics of the events on-site
- Developed a volunteer-based SAT preparatory program to train and educate students
- Successfully supervised and overlooked logistic-related activities such as the organization of road trips, dinners, and donation campaigns across the country

Education

BA Economics

American University of Beirut

08/2017 – 12/2020

Soft Skills

- Surveying
- Interviewing
- Multitasking
- Organizational
- Team-building
- Leadership

Computer Skills

- Microsoft Office**
- Experienced in MS Office software which includes Word, PowerPoint, Excel, etc.
 - Excellent numerical understanding in MS Excel along with experience in using spreadsheets and formulas

- Stata**
- Basic use of Stata and its modeling system

Organizations

BLTZ Racing

11/2021 – 12/2023

Racing driver / Social media representative

Languages

English

Bilingual Proficiency

Arabic

Native Proficiency

French

Elementary Proficiency

Interests

- Motorsports
- Football
- Chess
- Snooker
- Animals