

Tarek EL Cheikh Khalil

Operation & Logistics Coordinator

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Professional Summary

Operations & Logistics Coordinator with experience in data management, delivery optimization, and strategic planning. Proven ability to coordinate deliveries and warehouse operations under pressure while supporting humanitarian initiatives. Passionate about operational excellence and community impact.

Work Experience

- **Operations & Logistics Coordinator — Vengo Delivery (*Jun 2024 – Present*)**
 - Managed data entry and accurate order processing.
 - Coordinated warehouse operations for efficient workflow.
 - Developed delivery strategies with drivers to reduce delays.
 - Organized orders by region for timely delivery.
 - Thrived under high-pressure, multitasking environment.
- **Photo/Videographer (Dec 2023- present)**
 - Captured and edited cinematic photos/videos.
 - Strong eye for light, framing, and movement.
 - Crafted visual stories tailored to brand identity.

Skills

- **Core professional Skills:**

Logistics & Business Operations

- Logistics & Inventory Management: Coordinating deliveries, inventory tracking
- Data Entry & Analysis: Organizing, processing, and analyzing data
- Project Management: Planning, organizing, leading, and executing projects
- Financial Literacy & Accounting: Budgeting, cost management, financial tracking

Media & Marketing Skills

- Social Media Marketing: Content strategy, audience engagement, and growth
- Video Production & Editing: Adobe Premiere Pro, After Effects, DaVinci Resolve
- Camera Operation & Photography: Filming, editing, and creative direction
- Graphic Design & Animation: Designing visuals and animations for digital media

Technical & Digital Tools

- Microsoft Office Suite: Excel, Word, PowerPoint
- Search Engine Optimization (SEO): Improving website rankings

- Content Management Systems: Managing and updating website content
- Translation & Transcription: Bilingual translation (Arabic/English), transcription
- Research & Data Analysis: Market research, compiling reports
- **Soft Skills**
 - Communication: Public Speaking, Persuasion, Active Listening
 - Teamwork & Leadership: Collaboration, Coaching, Conflict Resolution, Motivation
 - Problem-Solving & Critical Thinking: Strategic Decision-Making, Analytical Skills
 - Adaptability & Stress Management: Ability to work under pressure and handle stressful situations
 - Time Management & Organization: Prioritization, Efficient Workflow, Meeting Deadlines
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Certificates

- **Production and Cinematography** – Mark Abou Farhat / UNRWA / USJ (Feb 2025)
- **Motion Graphics** – UNICEF/Jana Center (Apr 2024)
- **Social Media Marketing Level 1** – UNRWA/Siblin (Mar 2024)
- **Graphic Design** – UNICEF/Jana Center (Dec 2023)
- **Microsoft Apps** – UNICEF/Jana Center (Jun 2023)
- **Project Management** – Center Mine (Feb 2023)
- **Business Model Canvas** – Center Mine (Feb 2023)
- **Leadership Skills** – Fadi Abi Allam (Sep 2023)
- **Peace-building** – Fadi Abi Allam (Sep 2023)
- **Advocacy** – Yasmine Chahal (Sep 2023)
- **Community Participation (Identification, Empathy, Growth)** – EMDAD (Oct 2023)
- **Power of Emotional Intelligence** – LAU/OCE (Mar 2021)

Volunteer

- **Takaful Association: Community outreach and support.**
- Al Mobader Projects: Assisted with logistics and social media efforts.

Education

Nazareth Sec School — baccalaureate (Aug 2021)

Languages

Arabic: Native / **Spanish:** beginner
English: Professional Working Proficiency.