

# Mahdi NAJDI

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## Haigazian University

Bachelor Degree in Computer Science

Beirut, Lebanon

## American University of Beirut

Bachelor Degree in Public Administration

Beirut, Lebanon

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## SUMMARY

Versatile and results-driven professional with dual academic backgrounds in Computer Science and Public Administration, blending strong technical proficiency with organizational and leadership skills. Experienced in software development with hands-on expertise in Oracle APEX, PL/SQL, SQL, Python, and Java. Proven track record in project coordination, workflow optimization, and cross-functional team management across tech and administrative roles. Adept at balancing analytical problem-solving with effective communication and strategic planning to deliver efficient, data-driven solutions and ensure project success. Fluent in Arabic and English, with a strong commitment to continuous learning and process improvement.

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## EXPERIENCE

### Project Manager

Beirut, Lebanon

#### **SURV LINGUISTICS**

**June 2025-PRESENT.**

- Coordinate between team members and other teams to ensure smooth communication and task alignment
- Anticipate potential issues in the pipeline and propose solutions by supporting the team in overcoming challenges.
- Use skill matching to ensure task prioritization and workflow management to help the team meet deadlines and deliverables.
- Encourage a collaborative and efficient work environment by mentoring team members and promoting SOP application throughout the process.

### Project Coordinator

Beirut, Lebanon

#### **SURV LINGUISTICS**

**AUG 2023-May 2025.**

- Receive and execute the plan from the planning department
- Responsible for follow ups.
- Ensure project deadlines are met.
- Run a design quality control to ensure the document is client-ready.
- Supervise the design officer and admin/Memsource officer.

### Internship - Software Developer

Beirut, Lebanon

#### **DO 360 CONSTRUCTION**

**JUNE 2024-SEPT 2024**

- Develop and maintain applications using Oracle APEX.
- Write and optimize PL/SQL code to support various business processes.
- Create and manage database objects such as tables, views, and indexes.

- Conduct data analysis and generate reports using SQL.
- Collaborate with team members to design and implement database solutions.
- Provide support and troubleshooting for database-related issues.
- Ensure data integrity and security through proper database management practices.

## Associate Project Coordinator

**Novelus**

Beirut, Lebanon

**July 2021 - August 2022**

- Maintain and monitor project plans, project schedules.
- Prepare necessary presentation materials for meetings.
- Ensure project deadlines are met.
- Provide administrative support as needed
- Create a project management calendar for fulfilling each goal and objective.

## Accounts Manager

**WAKILNI**

Beirut, Lebanon

**October 2020-june 2021**

- Gather information on assigned clients.
- Contact clients to understand their requirements.
- Ensure prompt and accurate answers to clients' queries.
- Build strong client relationships through regular communication.
- Report on the status of accounts.

## SKILLS & INTERESTS

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- Programming Skills: Java, Python, PL/SQL, Databases, Kotlin
  - Soft Skills: Leadership, Problem Solving, Decision-making, Time-Management
  - Languages: Arabic, English Fluently.

## CERTIFICATES

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- Responsive Web Design from Haigazian
  - CS50X introduction to computer science
  - UNDP Youth Leadership Program
  - Rethinking Politics Through Social Innovation
  - Personal Training