

EXPERIENCE

Project Manager Mohtawa – محتوى Remote - Define and develop clear project goals, scope, and deliverables in collaboration with senior leadership and key stakeholders, ensuring alignment with strategic business objectives. - Lead the planning and execution of the Mohtawa website, managing timelines, scope, and deliverables in coordination with design, frontend, and backend development teams. - Oversee development sprints, conducted QA testing, and managed iterations based on feedback to ensure a high-performing, responsive, and optimized platform delivered on time and within scope. - Conduct post-project reviews and retrospectives to evaluate performance, capture lessons learned, and implement continuous improvement strategies.	Apr 2024 - Present
Retail Store Manager Beirut Running Butiq Lebanon - Manage end-to-end store operations as ongoing projects, including sales processes, staff coordination, and customer service initiatives, ensuring alignment with business objectives and KPIs. - Lead inventory optimization efforts by tracking stock levels, forecasting demand, and coordinating with suppliers, reducing stock discrepancies and improving product availability. - Implement process improvements based on operational data analysis, enhancing team efficiency, customer satisfaction, and overall store performance.	Sept 2023 - Present
Operations Coordinator Spot Media SARL Lebanon - Oversaw daily operational workflows, ensuring timely execution of tasks and alignment with project timelines, resource plans, and business priorities. - Coordinated with vendors and suppliers to gather requirements, negotiate terms, and manage stakeholder relationships, supporting cost-effective and timely project delivery. - Developed and streamlined operational processes, improving team efficiency and enabling consistent, scalable execution across cross-functional projects.	Jul 2018 - Dec 2023
Project Sales Coordinator Gulf Medical Co Ltd KSA - Collaborated with cross-functional teams to assess client needs and deliver tailored medical product solutions, ensuring alignment with project scope and customer requirements. - Supported sales project planning and execution by tracking progress toward monthly, quarterly, and annual targets, contributing to departmental performance and goal achievement. - Built and maintained long-term client relationships, acting as a key liaison to ensure satisfaction, trust, and continuity across ongoing sales initiatives.	Jun 2015 - Jun 2018
Bank Teller LGB Bank Lebanon	Dec 2012 - May 2015

EDUCATION

Bachelor of Business Administration (BBA) Rafic Hariri University	2007 - 2012
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CERTIFICATES

Certified Associate in Project Management (CAPM)® Project Management Institute (PMI)	Apr 2025
Scrum Master Certification LearnQuest (Credential ID: BBEOIX29F4PP)	

SKILLS

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| • Agile Methodology | • Strong communication skills | • Project Lifecycle Management |
| • Sprint Planning | • Problem-solving | • Scrum Framework |

TOOLS AND SOFTWARE

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| • Jira | • Confluence | • Slack | • Miro |
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KEY PROJECTS

- Mohtawa Website
- King Fahed General Hospital ICU Project