

Omar Hamidi Sakr

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Education

Lebanese American University, Bachelor of Science in Business Studies
Information Technology Management (ITM)

Sep 2022 – May 2025

Relevant Course Work: Cognitive Analysis, Information Security & Protection

Professional Experience

Operations Analyst Intern, Markit

Jul 2025 — Present

- Support daily operations and admin by handling, routine activites, documentation, reports and ensuring accuracy of orders and payments.
- Monitor performance and projects by tracking progress, resolving issues, and overseeing Drivers and Pickers KPIs.
- Coordinate with HR by aligning on manpower needs, disciplinary actions, and required assets for the operations team.

Sales Representative, Forward Mena

Mar 2025 — Apr 2025

- Promoted the Nammiskills platform to 100+ aspiring professionals as part of the “Youth Employment in the Digital Economy” project.
- Conducted onboarding sessions and info meetings to introduce users to the platform.
- Collaborated with Forward MENA team to track outreach progress and report monthly results.

Founder ITM Club, LAU

Sep 2023 — May 2025

- Established and led a student organization focused on IT and management, growing membership to 55 within 1 year.
- Organized several IT seminars featuring experts and attracting 40+ attendees per seminar

Business Support Analyst Intern, Active Web.me

May 2022 — Aug 2022

- Assisted senior management with executive calendar coordination, meeting logistics, and document organization to streamline daily operations.
- Led client service support by managing invoicing, email communications, and hosting package creation while maintaining data privacy and operational precision.
- Conducted structured data entry for web platforms, prepared official documentation, and synthesized meeting minutes for cross functional teams.

Projects

System Analysis Project

Jan 2025 – Apr 2025

- Led a team of 5 in delivering a fully documented ERP feedback system for a multinational firm in 15+ countries, achieving >80% process coverage across 6 departments through 100+ requirements and 45+ UML modeled workflows.
- Designed a secure, GDPR compliant access control system for 10+ user roles, enabling traceable, audit ready operations with integrated procurement logic and post delivery support mechanisms.

Database Design & Management Project, Cannon Home

Sep 2024 – Dec 2024

- Led the full cycle development of a centralized MySQL database for a multi branch retail and manufacturing company, enhancing data flow across 5 departments and 4 locations through an ERP aligned, normalized schema (10+ entities).
- Conducted a 71 minute stakeholder interview (24 questions) to drive design decisions, then built 11 relational tables with 50+ records and developed 8+ complex SQL queries for revenue, customer, and vendor analytics.

Skills & Certificates

Proficient in: PowerPoint, Excel, Word, Dynamics 365 Business Central System, Microsoft Access

SoftSkills: Creativity, Problem Solving, Communication, Teamwork, Leadership, Strategic Thinking

Languages: English (Fluent), Arabic (Native), and French (DELF A1+A2)

Certificates: IT Essentials A+, Beirut Arab University | AI in Cybersecurity Certificate, Lebanese American University