

Razan Lebdy

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Professional Summary

Program management professional with 2 years of experience supporting learner and talent development initiatives in the Gulf. Bringing a structured, analytical mindset, strong coordination skills, and a fast-learning ability. Seeking program coordination or operations roles within growth-focused, structured environments.

Professional Experience

Alkifah Holding Group – Education Division (KAF Academy Int'l School)

Riyadh, KSA

Mawhiba Program Coordinator

Aug 2023 – Aug 2025

- Built and managed the program's operational framework at the school by translating specialist requirements into school-ready logistics, schedules, and procedures, ensuring structured delivery and accurate data tracking.
- Developed and supported talent for 40+ students through extracurricular activities and national and international competition participation, while fostering a growth mindset, maintaining parent engagement, and tailoring support to individual challenges.
- Ensured consistent program delivery to standard by working with teachers, trainers, and administration to align activities with program objectives, quality benchmarks, and timelines, while maintaining reports and documentation for audits and reviews.
- Led the annual enrollment and selection process by coordinating scholarship allocation and managing applications to ensure selection aligned with defined talent and performance criteria.

G.W.R Consulting

Remote

Quality Validator

May 2022 – Oct 2022

- Ensured client reporting requirements were fully met by verifying that mystery shopper reports included required evidence and directly addressed client questions.
- Maintained compliance with operational standards by reviewing report content for completeness, accuracy, and adherence to defined guidelines.
- Improved overall reporting quality by tracking recurring errors and patterns and providing structured feedback to support performance improvement.

Education

Rafik Hariri University

Lebanon

Bachelor of Engineering, Mechanical Engineering

2020

Skills & Languages

Hard Skills: Data Management & Reporting, MS Office & G-Suite, Digital Platform Management, Project & Task Planning, Process Mapping, Program Evaluation & Continuous Improvement.

Soft Skills: Problem Solving, Organization, Communication, Learning Agility, Proactivity & Collaboration.

Languages: Arabic – Native, English – Fluent, Spanish – Beginner.

Professional Development

Microsoft Power BI Data Analyst Professional Certificate

In Progress, Expected Mar 2026

Optimize Projects and Processes Course by Harvard Business Review

Dec 2025

Forward Program by McKinsey & Company

Nov 2023