

# Karim Nakouzi

## Operations & Administrative Coordinator

karimnakouzi@live.com • +96170603161 • Lebanon

---

### Professional Summary

---

Dedicated Operations Professional with 10+ years of experience in healthcare and facilities management. Proven expertise in managing departmental business activities, clinical operations support, and budget development. Adept at aligning departmental initiatives with enterprise-level strategic goals, monitoring cost variances, and optimizing the revenue cycle through meticulous invoice and purchase order management.

---

### Professional Experience

---

- Operations & Administrative Coordinator, Clemenceau Medical Center** 03/2024 – Present  
Beirut, Lebanon
- Coordinate with senior management and relevant departments to support informed decision-making and effective operations.
  - Manage documentation, records, and daily administrative activities, ensuring accuracy, consistency, and compliance with organizational standards.
  - Liaise with internal departments, external suppliers, and service providers to ensure timely and efficient service delivery.
  - Monitor and ensure compliance with hospital policies, procedures, and applicable regulatory requirements.
  - Oversee end-to-end procurement processes, including purchase requests, purchase orders, quotations, invoice verification, and follow-up.
  - Manage warehouse inventory, receiving processes, and maintenance work order planning to ensure operational continuity.
- Administrative Officer, Smart Salem Fitness Medical Center** 10/2022 – 10/2023  
Dubai, UAE
- Supported daily administrative operations and coordinated closely with multidisciplinary teams to ensure smooth workflow.
  - Assisted in visa residency medical processes, including scheduling and follow-up of blood tests and X-ray examinations.
  - Organized staff meetings and managed client databases, job postings, and employment applications.
  - Maintained company records through accurate data entry, scanning, filing, and document control.
  - Managed front desk operations, including visitor reception, inquiry handling, and complaint resolution.
  - Monitored office supply levels and coordinated with vendors to ensure uninterrupted office operations.
- Receiving & Consignment Officer,** 10/2019 – 09/2022  
*Lebanese American University Medical Center - Rizk Hospital - Beirut*  
Beirut, Lebanon
- Managed warehouse receipt, storage, picking, and distribution of medical materials.
  - Integrated data into operational frameworks to support management decisions.
  - Executed purchase orders and coordinated timely and quality delivery.
  - Performed administrative duties including filing, reporting, and documentation.
  - Coordinated inventory activities and ensured compliance with hospital standards.
- Maintenance Administrator, Crystal Mobile Communication - Beirut, Lebanon** 11/2016 – 06/2019  
Beirut, Lebanon
- Supported maintenance operations and coordinated work progress with technical teams.
  - Managed warehouse stock levels and prevented overstocking.
  - Processed invoices, payments, purchase orders, and receipt verification.
  - Reported discrepancies and ensured compliance with company standards.

---

## Education

---

**Bachelor of Business Administration**, *American University of Science & Technology*

08/2011 – 08/2015  
Beirut, Lebanon

---

## Skills

---

- Clinical operations management
  - Regulatory compliance knowledge
  - Technical issue resolution
  - Technical reporting
  - Budget management
  - Problem-solving analysis
  - Collaborative teamwork
  - Project planning
  - Strategic growth planning
  - Project coordination
  - Clear technical documentation
  - Quality control
  - Talent acquisition expertise
  - Operational efficiency enhancement
  - Product design
  - Time management
- 

## Languages

---

- Arabic
- English