

Tala Hammoud

Senior Administration & Operations Specialist | Logistics & Office Executive

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Summary

Results-driven administration and operations professional with progressive experience supporting business operations, logistics coordination, procurement processes, and office management across complex, fast-paced environments. Demonstrates strong capability in budget monitoring, vendor coordination, contract administration, asset control, and cross-functional collaboration to ensure operational efficiency and business continuity. Bring a structured, detail-oriented approach to managing workflows, compliance, and documentation while supporting leadership decision-making. Actively seeking growth opportunities within business-focused organizations to contribute operational expertise, enhance efficiency, and support scalable organizational performance.

Experience

Admin & Operations Officer – 04/2025 to Present

International Medical Corps, Beirut, Lebanon

- Oversee administrative and operational support for GBV program activities, ensuring effective budget follow-up, expenditure tracking, and financial forecasting aligned with donor requirements.
- Support grant planning and proposal development through cost modeling, budget inputs, and financial justifications for new and ongoing funding opportunities.
- Manage procurement coordination by preparing purchase requests, following up on approvals, and monitoring delivery timelines to ensure uninterrupted program operations.
- Coordinate logistics and asset-related activities, including inventory control, asset tagging, verification, and documentation in accordance with organizational and donor standards.
- Administer lease agreements and facility documentation to support the establishment and maintenance of safe spaces and community centers.
- Monitor contract lifecycles by tracking renewals, amendments, and closures, ensuring compliance with internal policies and operational timelines.
- Support internal monitoring, evaluation, and reporting processes through accurate documentation management and field-level reconciliation.
- Liaise with program, finance, logistics, and field teams to ensure administrative alignment, operational efficiency, and timely implementation of program objectives.

Procurement Assistant – 10/2024 to 03/2025

International Medical Corps, Beirut, Lebanon

- Supported procurement activities for program and operational requirements, managing sourcing and purchasing with an annual value of approximately USD 1.2 million.
- Conducted competitive sourcing by requesting quotations, reviewing technical and commercial offers, and supporting supplier selection.
- Assisted in vendor negotiations on pricing and terms, contributing to cost efficiency and transparent procurement practices.
- Processed purchase orders and followed up on deliveries to ensure timely receipt of goods and services.
- Reviewed invoices, delivery documents, and completion confirmations prior to payment processing to ensure accuracy and compliance.
- Maintained organized procurement records, supported vendor registration processes, and coordinated closely with finance teams for timely payments.

Assistant, Program Support – 07/2022 to 09/2024

International Medical Corps, Beirut, Lebanon

- Supported day-to-day business and program operations by monitoring administrative workflows, financial controls, and internal compliance processes to ensure operational efficiency.
- Tracked budgets, monitored expenditures, and supported financial reconciliations, contributing to accurate cost control and alignment with organizational performance objectives.
- Coordinated procurement and vendor engagement activities, including processing service requests, supporting contract administration, and facilitating timely payments for consultants and staff.
- Organized and supported corporate training and internal events by managing logistics, schedules, venues, and operational resources to ensure smooth execution.
- Established and maintained structured documentation, reporting tools, and operational records to improve visibility, accountability, and decision-making.

Programs Officer – 07/2020 to 07/2022

Lebanese Institute for Market Studies (LIMS), Tripoli, Lebanon

- Oversaw program performance by tracking delivery milestones, measuring KPIs, and ensuring initiatives progressed in line with approved timelines and strategic objectives.
- Directed program planning and implementation activities, managing budgets, coordinating resources, and aligning schedules to improve operational effectiveness.

- Developed and delivered policy-focused awareness initiatives addressing market trends and economic challenges within the energy, telecommunications, and financial sectors.
- Managed institutional and corporate stakeholder engagement by coordinating forums, conferences, and executive-level discussions with policymakers and industry leaders.

Education

Bachelor's Degree in Business Administration with an Emphasis on Finance – 2020

University of Balamand, Lebanon

Skills & Expertise

- Administrative Operations Management
- Office & Facility Management
- Budget Tracking & Cost Control
- Financial Coordination & Reconciliation
- Procurement & Purchasing Support
- Vendor & Supplier Management
- Contract Administration
- Logistics Coordination
- Inventory & Asset Management
- Lease & Documentation Management
- Process Improvement & Workflow Optimization
- Internal Compliance & Governance
- Cross-Functional Coordination
- Payment Processing & Invoice Verification
- Reporting & Documentation Control
- Event & Training Logistics
- KPI Tracking & Performance Support
- Stakeholder & Service Provider Liaison
- Operational Planning & Scheduling
- Business Support & Executive Assistance

Languages

Arabic: Native | **English:** Fluent