

# Mahdi NAJDI

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## Haigazian University

Bachelor Degree in Computer Science

Beirut, Lebanon

## American University of Beirut

Bachelor Degree in Public Administration

Beirut, Lebanon

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## SUMMARY

Versatile and results-driven professional with dual academic backgrounds in Computer Science and Public Administration, blending strong technical proficiency with organizational and leadership skills. Experienced in software development with hands-on expertise in Oracle APEX, PL/SQL, SQL, Python, and Java. Proven track record in project coordination, workflow optimization, and cross-functional team management across tech and administrative roles. Adept at balancing analytical problem-solving with effective communication and strategic planning to deliver efficient, data-driven solutions and ensure project success. Fluent in Arabic and English, with a strong commitment to continuous learning and process improvement.

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## EXPERIENCE

### Project Manager

Beirut, Lebanon

**VisionEx S.R.L.S**

**April 2026-PRESENT.**

- Lead and manage project execution in alignment with client requirements and business objectives.
- Develop and maintain detailed project plans, timelines, and milestones.
- Monitor project progress, identify risks, and implement corrective actions to ensure successful delivery.
- Oversee resource planning and allocation to optimize efficiency and meet deadlines.
- Prepare and present project reports, performance metrics, and status updates to stakeholders.
- Act as the primary point of contact for clients, ensuring clear communication and issue resolution.
- Facilitate meetings, drive decision-making, and ensure alignment across all project stakeholders.
- Apply project management methodologies, tools, and best practices to continuously improve project outcomes.

### Project Manager

Beirut, Lebanon

**CODERS SOLUTIONS**

**Jan 2026-March 2026.**

- Lead and manage project execution in alignment with client requirements and business objectives.
- Develop and maintain detailed project plans, timelines, and milestones.
- Monitor project progress, identify risks, and implement corrective actions to ensure successful delivery.
- Oversee resource planning and allocation to optimize efficiency and meet deadlines.
- Prepare and present project reports, performance metrics, and status updates to stakeholders.
- Act as the primary point of contact for clients, ensuring clear communication and issue resolution.
- Facilitate meetings, drive decision-making, and ensure alignment across all project stakeholders.

- Apply project management methodologies, tools, and best practices to continuously improve project outcomes.

## Project Manager

Beirut, Lebanon

*June 2025-Jan 2026.*

### **SURV LINGUISTICS**

- Coordinated between team members and other teams to ensure smooth communication and task alignment
- Anticipated potential issues in the pipeline and propose solutions by supporting the team in overcoming challenges.
- Used skill matching to ensure task prioritization and workflow management to help the team meet deadlines and deliverables.
- Encouraged a collaborative and efficient work environment by mentoring team members and promoting SOP application throughout the process.

## Project Coordinator

Beirut, Lebanon

*AUG 2023-May 2025.*

### **SURV LINGUISTICS**

- Receive and execute the plan from the planning department
- Responsible for follow ups.
- Ensure project deadlines are met.
- Run a design quality control to ensure the document is client-ready.
- Supervise the design officer and admin/Memsource officer.

## Internship - Software Developer

Beirut, Lebanon

*JUNE 2024-SEPT 2024*

### **DO 360 CONSTRUCTION**

- Develop and maintained applications using Oracle APEX.
- Write and optimize PL/SQL code to support various business processes.
- Create and manage database objects such as tables, views, and indexes.
- Conduct data analysis and generate reports using SQL.
- Collaborate with team members to design and implement database solutions.
- Provide support and troubleshooting for database-related issues.
- Ensure data integrity and security through proper database management practices.

## Associate Project Coordinator

Beirut, Lebanon

*July 2021 - August 2022*

### **Novelus**

- Maintain and monitor project plans, project schedules.
- Prepare necessary presentation materials for meetings.
- Ensure project deadlines are met.
- Provide administrative support as needed
- Create a project management calendar for fulfilling each goal and objective.

## Accounts Manager

Beirut, Lebanon

*October 2020-june 2021*

### **WAKILNI**

- Gather information on assigned clients.
- Contact clients to understand their requirements.
- Ensure prompt and accurate answers to clients' queries.

- Build strong client relationships through regular communication.
- Report on the status of accounts.

## **SKILLS & INTERESTS**

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- Programming Skills: Java, Python, PL/SQL, Databases, Kotlin
- Soft Skills: Leadership, Problem Solving, Decision-making, Time-Management
- Languages: Arabic, English Fluently.

## **CERTIFICATES**

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- Responsive Web Design from Haigazian
- CS50X introduction to computer science
- UNDP Youth Leadership Program
- Rethinking Politics Through Social Innovation
- Personal Training