

## Akram Khalil

 Baalbek, Lebanon  
 akramkhalil970@gmail.com |  +961 71603610

 Open to local and International opportunities

## Professional Summary

Business Management graduate with a strong interest in administration, operations, and project coordination. Highly motivated, adaptable, and eager to gain practical experience while contributing value to the organization.

## Core Competencies & Skills

### Business & Management Skills

- Project Coordination (Junior Level)
- Business Operations
- Process Organization & Improvement
- Administrative Support
- Customer & Stakeholder Coordination
- Basic Budgeting & Cost Control

### Data & Digital Skills


- Microsoft Excel (Intermediate–Advanced)
- Power BI (Basic)
- Basic Data Analysis
- Data Entry & Data Management
- Microsoft Word & PowerPoint
- Basic Familiarity with ERP Systems (SAP)

### Professional & Soft Skills

- Strong Communication Skills
- Time Management & Task Prioritization
- Problem Solving
- Teamwork & Collaboration
- Adaptability & Continuous Learning
- Attention to Detail


## Professional Experience

### Business Operations Manager (Freelance Consultant)

 2021 – Present

- Improved operational efficiency by 20% through strategic planning and workflow optimization.
- Implemented cost-reduction strategies, reducing procurement expenses by 15%.
- Conducted financial analysis to support management decision-making and budget planning.
- Led market research initiatives to identify growth opportunities and strengthen market positioning.
- Enhanced customer retention through effective CRM and relationship management.

### Solar Operations & Administrative Assistant(Freelance)

 2019 – Present

- Coordinated daily solar operations and maintenance schedules.
- Managed administrative tasks, documentation, and client communication.
- Supervised technicians and ensured compliance with safety and quality standards.
- Supported operational planning and reporting activities.

## Education

 Bachelor's in Business Management

Lebanese International University | graduate: 2025

## Academic & Professional Training

- ✓ Business Analysis-Introductory Training
- ✓ Lean Six Sigma – Fundamentals
- ✓ Data Analysis (Excel, Power BI)

## Certification

- ✓ INJAZ Lebanon – Youth Empowerment Programs:
  - Project Management – in partnership with PMI & Educational Foundation (May 29, 2025)
  - Steer Your Career – career readiness and employability program (July 12, 2025)
  - FinFit Innovation Camp – entrepreneurship and financial skills program with MetLife foundation
- ✓ LinkedIn Learning – Discover the Possibilities of Generative AI (Apr 03, 2025)
  - Focus on AI for business, design, and innovation strategies
- ✓ LinkedIn Learning \_ Communication Foundations(Nov 15,2025)
  - Professional and workplace communication
- ✓ LinkedIn Learning \_Communication within teams (Nov 21,2025)
  - Team collaboration

## Languages

- ✓ English – Professional Proficiency
- ✓ Arabic – Native

## References

Available upon request.