

# Omar Hamidi Sakr

Beirut, Lebanon

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🌐 Omar Sakr

## EDUCATION

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**Lebanese American University**

**September 2022 – June 2025**

**Bachelor of Science in Business Studies – Information Technology Management (ITM)**

*Beirut, Lebanon*

**Relevant Coursework**

**LAU, Lebanon**

- Database Analysis, Design and Managements
- Information Security and Protection
- Cognitive Analytics
- System Analysis

**Cerificates**

- IT Essentials A+, Beirut Arab University
- AI in Cybersecurity Certificate, Lebanese American University

## SKILLS

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**Proficient in:** PowerPoint, Excel, Word, Dynamics 365 Business Central System, Microsoft Access

**Soft Skills:** Creativity, Problem-Solving, Communication, Teamwork, Leadership, Strategic Thinking

**Languages:** English (Fluent), Arabic (Native), and French (DELF A1+A2)

## EXPERIENCE & PROJECTS

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**Intern – Forward Mena, Beirut, Lebanon**

**March 2025 – April 2025**

- Promoted the nammiskills platform to 100+ youth as part of the “Youth Employment in the Digital Economy” project.
- Conducted onboarding sessions and info meetings to introduce users to the platform.
- Provided technical assistance to youth users and supported their engagement and retention.
- Collaborated with Forward MENA team to track outreach progress and report monthly results.

**System Analysis Project**

**March 2025 – April 2025**

- Designed and documented a full ERP feedback system for Technica International, including request tracking, procurement workflows, KPI dashboards, and after sales support, using UML diagrams, data flow models, and a Figma prototype.

**Intern – Active Web.me, Beirut, Lebanon**

**May 2022 – August 2022**

- Provided comprehensive administrative support to the manager, including calendar management, meeting coordination, and maintaining paper and electronic filing systems.
- Oversaw client services by preparing invoices, managing email communication, and creating hosting packages, while ensuring confidentiality and accuracy in all tasks.
- Performed data entry for websites and applications, handled document processing, and drafted minutes and summaries for meetings.

**Assistant – Hiba Pharmacy, Beirut, Lebanon**

**September 2021 – May 2022**

- Handled customer service operations, including managing requests, payments, phone calls, and emails, while processing insurance claims and prescription assistance program inquiries.
- Oversaw pharmacy logistics by packaging and shipping prescriptions, maintaining inventory, ordering supplies, and ensuring shelves were stocked and organized.

## EXTRA-CURRICULAR ACTIVITIES & VOLUNTEERING

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**Volunteer-Makassed Scouts**

**Jan 2015 – Jan 2019**

- Lead scout- Organized several activities, delegated tasks between young scouts and mentored them.

**Founder – ITM Club – LAU**

**September 2023–Present**

- Established and led a student organization focused on IT and management, growing membership to 55 within 1 year.
- Organized several IT seminars featuring experts and attracting 40+ attendees per seminar.