

MOSTAPHA KAYYAR

Fatih, Istanbul (**Mobility:** Fully open to relocation within Türkiye) | +90 5350268030|
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Nationality: Turkish (citizenship in final processing) - Lebanese

[LinkedIn](#) | [Github](#) | [huggingface](#)

SUMMARY

Operations & Logistics Manager with over 13 years of experience in fleet management, international procurement, and crisis-level coordination. Recently moved to Istanbul after getting my Turkish citizenship approval, I speak Arabic, English, French and I am learning Turkish (B1 level). Expert at bridging the gap between manual operations and digital efficiency using **Data Science (AUB Diploma)** and **Communication (LIU BA)**. Proven track record in managing international vendor relations, government compliance, and warehouse inventory control. Seeking to apply technical data skills and strategic operational experience in a high-impact environment.

EXPERIENCE

BADAWISTORE | *Operations & Logistics Manager* | Apr 2024 – Jun 2025

- **Strategic Inventory Management:** Spearheaded inventory control initiatives that reduced stock obsolescence by **30%**. Directed the implementation of a WMS "Early Warning" system and custom tracking protocols to proactively manage product lifecycles and minimize loss.
- **Operational Excellence & Team Training:** Standardized warehouse SOPs and led staff training programs on high-accuracy counting techniques, achieving **100% reconciliation** between physical stock and digital records.
- **Revenue Recovery & Financial Strategy:** Orchestrated cross-functional "Liquidation Strategy" sessions with Sales and Finance leadership. Successfully converted aging and near-expiry inventory into recovered revenue through targeted discount campaigns.
- **Fleet Management & Logistics Oversight:** Managed the fleet lifecycle and maintenance operations. Implemented a decentralized inspection protocol involving senior staff oversight, ensuring **zero distribution downtime** and consistent vehicle reliability.
- **Process Engineering & Distribution:** Re-engineered "Route-to-Market" workflows by conducting field audits and analyzing delivery performance metrics. Optimized delivery schedules based on client feedback to maximize satisfaction and operational efficiency.
- **International Supply Chain Management:** Managed end-to-end procurement and strategic vendor relations for key international principals (including **Mayora**). Oversaw the entire import lifecycle, from negotiation to final distribution, ensuring seamless supply chain continuity.

OUTLET223 | *Store Lead & Operations Specialist* | Sep 2023 – Apr 2024

- **End-to-End Store Launch:** Partnered with the founder to build the retail project from the ground up, including interior setup, merchandising, and product styling.
- **Retail Execution:** Managed daily floor operations handled POS systems, and optimized product flow to increase customer foot traffic by 25%.
- **Personnel Support:** Recruited and trained the initial retail team, managing daily schedules and performance tasks.

BADAWISTORE | *Project Manager (Mayora/Torabika Launch)* | Nov 2022 – Sept 2023

- **Market Entry Strategy:** Orchestrated the full-scale launch of Mayora Beverages in Bamako by applying the **4Ps marketing framework** to align pricing and distribution with local market needs.
- **B2B Business Development:** Secured high-value supply contracts with government ministries and financial institutions by pitching a comprehensive "Product + Service" package for internal consumption.
- **Agile Team Leadership:** Managed a hybrid team of internal staff and external hostesses; collaborated with local recruitment agencies to scale personnel for large-scale field activation events.
- **Creative Asset Production:** Designed all visual marketing materials—including vehicle wraps and billboards—using Adobe Photoshop and Premiere, ensuring brand consistency across all touchpoints.

BADAWISTORE | *Operations & HR Administrator* | Jan 2021 – Oct 2022

- **Hybrid Operational Strategy:** Maintained a dual-focus schedule, dedicating two days per week to field visits to strengthen client relations and gather market feedback, contributing to a **50% increase in total sales**.
- **Regulatory & Liaison Management:** Acted as primary point of contact for government authorities; successfully navigated complex local regulations to secure work permits and visas for the international workforce.
- **Market Intelligence:** Conducted weekly price audits and competitive research during field visits, providing leadership with data-driven insights to adjust pricing for new product lines.
- **Human Resources & Payroll:** Managed end-to-end HR functions, including monthly payroll processing, medical insurance renewals, and maintenance of accurate attendance records.

LAF, MINISTRY OF DEFENSE | *Coordination & Reporting Officer* | Mar 2012 – Dec 2020

- **Crisis Operations & Logistics:** Coordinated high-stakes logistics and security protocols with **UN agencies and international NGOs** during critical national periods, including the Beirut Port explosion response.
- **Strategic Intelligence Reporting:** Synthesized complex operational data from multiple regions into concise daily reports for senior command; ensured 100% accuracy in time-sensitive, high-pressure environments.
- **Inter-Agency Liaison:** Facilitated communication between international delegations and local command in **English, French, and Arabic** to ensure operational safety and aid distribution.

EDUCATION

American University of Beirut (AUB) Professional Diploma in Artificial Intelligence & Data Science | *October 2024 – October 2025* | **GPA: 3.6**

- *Relevance:* Machine Learning (ML), Deep Learning, Generative AI & LLMs, Data Science Pipeline, Industry-Specific Analytics, AI Ethics, Python, Statistics.

Lebanese International University (LIU) Bachelor of Arts in Communication | *October 2017 – June 2021* | **GPA: 3.48**

- *Focus:* Public Relations, Research, Advertising, and Digital Media.

SKILLS & CERTIFICATIONS

- **Logistics & Supply Chain:**
 - **Inventory Management:** WMS Implementation, Stock Reconciliation (100% Accuracy), Expiry Tracking ("Early Warning" Systems), Loss Prevention.
 - **Procurement:** International Vendor Coordination (English/Turkish), Import/Export Documentation, Customs Clearance, Supplier Negotiation, Incoterms.
 - **Operations:** Fleet Maintenance & Management, Route-to-Market Optimization, Distribution Logistics.
- **Human Resources (HR) & Administration:**
 - **Personnel Management:** End-to-End Payroll Processing, Employee Recruitment & Onboarding, Staff Training & Development, Performance Monitoring.
 - **Compliance:** SOP Development, Medical Insurance Administration, Regulatory Reporting, Visa & Work Permit Processing.
- **Data Science & Technical Tools:**
 - **Analysis:** Python, SQL, Power BI, Looker Studio, n8n, Business Intelligence (BI).
 - **Office:** MS Excel and MS Office Word.
- **Creative & Marketing:**
 - **Design & Video:** Adobe Photoshop, Adobe Premiere Pro (Montage/Editing), Adobe Illustrator.
 - **Digital:** Social Media Strategy, Instagram Account Management, Content Creation.
- **Certifications:**
 - **Montage: Vision Creative & Technical** (Al Jazeera Media Institute)
 - **Instagram Account Management** (Al Jazeera Media Institute)
 - **SQL & Python Mastery** (Code with Mosh)
 - **Digital Marketing Analytics** (USMx)
 - **Project Management Essentials** (DisasterReady)
- **Languages:**
 - **Arabic:** Native
 - **English:** Professional (Duolingo 120 / Daily Business Use)
 - **French:** Professional
 - **Turkish:** Intermediate * B1