IMAD HODROJ

OPERATIONS & PROCUREMENT MANAGER | BUSINESS OPERATIONS & FINANCE | E-COMMERCE FOUNDER

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PROFESSIONAL SUMMARY

Versatile and results-driven Operations, Procurement, and Business Manager with over 15 years of international experience across supply chain management, financial control, gold trading, aviation, hospitality, and e-commerce. Proven track record of leading cross-functional teams, managing multi-currency cash flows, negotiating high-value supplier contracts, and directing daily business operations across Africa, the Middle East, and Europe. Demonstrated expertise in establishing international trade pipelines, regulatory aviation compliance, and end-to-end e-commerce management. Multilingual executive leadership capabilities with fluency in Arabic, French, English, and Portuguese.

CORE COMPETENCIES

Operations Management: Business Administration, Team Leadership, Workflow Optimization, VIP & Stakeholder Relations, Strategic Decision-Making

Procurement & Supply Chain: International Sourcing, Contract Negotiation, Tender Administration, Customs Clearance, Freight & Logistics

Accounting & Finance: Financial Reporting, Cash Flow Optimization, Accounts Payable/Receivables, P&L Oversight, Foreign Exchange Management

Aviation & Hospitality: Regulatory Compliance (ANAC, ASECNA, IATA), Ground Handling, Hotel Operations, PMS Systems (OSCAR)

PROFESSIONAL EXPERIENCE

Founder & Managing Director — Casa Duzzle (Lebanon) Aug 2024 – Present

- Established and scale an international import and e-commerce enterprise, overseeing end-to-end business operations, supply chain logistics, and digital marketing.
- Process 150+ monthly orders, driving steady revenue growth through targeted social media ad campaigns and dynamic market demand research.
- Negotiate unit pricing, terms, and shipping logistics directly with overseas manufacturers to maintain high profit margins.
- Direct customer service workflows, payment reconciliation, inventory replenishment, and reverse logistics (refunds/exchanges).

Co-Owner & Operations Manager — C. Investimentos (Gold Trading) (Mozambique) Oct 2019 – Present

- Direct operations, financial control, and strategic growth of a 50/50 joint venture gold trading and extraction business, overseen remotely through the on-site team.
- Lead and mentor a workforce of 20 employees across primary operations and remote extraction sites.
- Manage high-value purchasing, assaying, weighing, extraction, and direct sales to major bullion traders in Dubai.
- Oversee international fund transfers, cash flow management, tax filings, balance sheets, and daily operational quality reporting.
- Negotiate key agreements with local miners, suppliers, corporate investors, and international trading entities.

Vehicle Trader / Exporter — Self-Employed (Portugal) Jul 2023 – Jul 2024

- Relocated to Portugal and sourced and purchased used vehicles for export and resale to a client in Belgium, negotiating purchase prices and managing vehicle documentation.
- Handled cross-border export logistics and collected payments from the buyer during short business trips to Belgium, maintaining the client relationship.

Relocation & Business Networking — Career Break (Belgium) Jun 2022 – Jun 2023

- Relocated to Belgium and built a network of business contacts and prospective clients, establishing relationships and communication channels in the local business community.
- Strengthened cross-cultural business communication and laid the groundwork for the vehicle export business that followed.

Owner & General Manager — Golden Group Trading (Mozambique) Mar 2015 – Oct 2019

- Founded and operated an international import business specializing in full-container-load (FCL) wholesale goods from Australia, Dubai, Taiwan, and China.
- Executed end-to-end procurement cycles, including supplier negotiations, international purchase orders, shipping contracts, and customs clearing.
- Managed showroom distribution, inventory control, B2B sales pipelines, and regional supplier partnerships.
- Directed business accounting, vendor payables, multi-currency bank transfers, and financial reconciliation.

Head of Operations, Accounting & Procurement — Trans Air Benin (TAB) (Benin) Jun 2012 – Mar 2015

- Ran the day-to-day operations of the Benin office (part of Trans Air Congo), covering administration, finance, and procurement, while the General Manager was based in Congo-Brazzaville.
- Maintained full regulatory liaison with civil aviation authorities and international bodies including ANAC, ASECNA, and IATA.
- Coordinated regional passenger/cargo flight operations across Brazzaville, Pointe-Noire, Douala, Libreville, and spearheaded route introduction permissions to Accra, Ghana.
- Managed procurement for aviation ground operations, catering contracts, hotel service providers, and local suppliers.
- Oversee local revenue accounting, passenger ticketing workflows, payroll, bank operations, and VIP arrangements for government ministers and corporate executives.

Hotel Operations & Finance Manager — Hotel Du Lac (Benin) Sep 2009 – Jun 2012

- Managed daily hotel financial management, expense controls, purchasing tenders, and bank reconciliations.
- Controlled front-desk operations, guest relations, reservation management via OSCAR PMS, and high-volume corporate/event bookings.
- Directed supplier sourcing and vendor contract evaluations to optimize operating costs while maintaining high hospitality service standards.

Sales & Purchasing Specialist — Car Dealership (Lebanon) Sep 2006 – Aug 2009

- Negotiated vehicle purchases, customer trade-ins, and inventory acquisitions to optimize dealership margins.
- Managed customer accounts, purchasing contracts, and administrative documentation.

Cashier — Citron Caviar Catering (Lebanon) Apr 2005 – Jun 2006

- Processed customer payments and handled daily cash transactions at the register.

EDUCATION & CERTIFICATIONS

EDUCATION

Bachelor's Degree in Business Computing
Sagesse University (ULS) | Lebanon (2009)

CERTIFICATIONS & TRAINING

- Mining Training: Gold Identification & Karat Assessment
- Creative Communication & Consulting
- Effective Marketing Techniques

LANGUAGES

Arabic: Native | **French:** Fluent / Professional | **English:** Advanced | **Portuguese:** Advanced