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#### **Personal Information**

Date of Birth: 12/08/1978  
Civil Status : Single  
Nationality : Lebanese

#### **CAREER ABSTRACT**

Seeking a challenging yet rewarding position with a professional organization where the opportunity for personal development and growth exist with increased responsibilities

#### **Personal Profile**

Manage time & pressure efficiently. Good communication skills. Team player. Highly motivated and self-starter. Can do attitude. Excellent analytical skills

#### **WORK EXPERIENCE**

**Private Banking Financial Consultant (Fidus-SGBL group) October 2014/present  
free lance agent**

##### *Duties & Responsibilities:*

- Undertake administrative work
- Conducting research for national & international development affecting investments and investors
- Coordinate the flow of information between various departments for sound decisions

**Research and Development Officer (Capital Beirut College) Jan 2012 / Aug 2014**

##### *Duties & Responsibilities:*

- Coordinate; facilitate communications between District and site personnel, parents, students, school and community organizations and the general public
- Take minutes when required, thus producing meeting reports
- Undertake administrative work
- Assist in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information

**Junior Brand Manager (KHT Int'l) March 2010 / November 2012**

##### *Duties & Responsibilities:*

- Working with brands and their guidelines Managing & analyzing each brand, organizing line sheets, order forms, catalogs, samples
- Attending exhibitions assist in setting up displays and windows dressing
- Market research, mediating meeting and organizing presentation to retailers and prospective clients
- Apply sales policy, communicate sales targets to the team, implement means to achieve targets, Manage budget for and ordering of seasonal accessories, bags and RTW, supervise sales, Reporting to the MD, recommending solutions to improve the retail operation, manage and update customer database
- Assist owner and accountant with weekly pay reporting and banking
- Understands client contracts and billing procedures
- Initiates pricing process and manages project budget
- Ensures timely and accurate invoicing and monitors receivables,
- Assist corporate clients and training there staff, managing of staff and the assigning of duties
- Managing and motivating staff to increase sales and ensure store efficiency

### **Section Manager (AISHTI) Jan 2003/ Feb 2010**

#### *Duties & Responsibilities:*

- Responsible for ensuring a consistently high standard of presentation in the store
- Making sure that all available space in the store is effectively utilized
- Assist Store Manager with tasks including ordering stock from the warehouse
- Training new staff members, working out weekly rosters, merchandising new season stock, banking, resolving staff conflicts, theft prevention and was in charge of store when the manager was not on duty
- Inspired store staff to keep ahead of the competition
- Knowledge of managing KPIs and performance management
- Attending special training sessions, product knowledge, Branding, small researches
- Increased sales with excellent customer service levels and developed good relationships with regular customers
- Customer service including assisting with clothing choices, sizes and styling on the floor in a friendly and efficient manner, ensure high turnovers
- Stock management - restocking sizes from the stockroom, assisting with inventory stock takes

### **Presidential Palace – Military Service (June 2001/2002)**

#### *Duties & Responsibilities:*

- Summarizing local and national political news
- Insuring key actions are progressed & information is communicated to my commanding officers
- Assisting the president political and media advisor in the preparation of the president daily agenda

### **EDUCATION**

**Degree Earned: BACHELOR Degree IN POLITICAL & ADMINISTRATIVE SCIENCE**  
**LEBANESE University, FACULTY OF LAW & ADMINISTRATIVE SCIENCE** (October 1997– December 2001)

Beirut, Lebanon

- Studying & Analyzing Political Systems, International Organizations, International Affairs, Public Administration & Diplomatic Relations

### **Reference List**

**Available upon request**