

Beirut, Lebanon

+961 70 765335

Bashir.honeini@hotmail.com

Bashir Honeini

Personal Information

Nationality: Lebanese – Residency: Lebanon

Professional Experience

- **MARCH Lebanon Tripoli & Beirut, Lebanon** June 2018 – May 2019
Project Manager
 - Organized, managed and executed over 5 projects funded by international organizations and embassies.
 - Planned, organized and managed more than 4 cultural events to support youth in conflicted areas of Tripoli, Beirut and Akkar.
 - Implemented different marketing strategies and campaigns to empower young men and women in conflict areas, and to push forward for more freedom of expression and less censorship.
 - Collaborated with different stakeholders in Tripoli, the Lebanese Army and media to ensure a wider outreach.
 - Established a communication ground for Tripoli office with researchers, media outlets, networks, local and international organizations.
 - Kept track of different budgets while handling a minimum of 3 projects at once.
- **Born Interactive – Beirut, Lebanon** March 2017 – April 2018
Project Manager
 - Managing the design and development of local and global websites as well as mobile applications and delivering multiple work streams within an account to agreed scope, timings, budget and quality
 - Working closely with project team from User Experience and User Interface design to front-end and backend development in different languages (.Net, PHP, HTML5)
 - Developing project plan, executing project reporting and tracking project variances against budgeted work
 - Assigning tasks for all team members, planning project releases and ensuring that different teams meet committed delivery dates
 - Developing metrics and reports, running project status meetings and coordinating them with PMO
 - Anticipating potential scope issues and proactively addressing internally
 - Working with client's third party agencies and suppliers to jointly scope, manage and deliver campaigns when appropriate
- **Born Interactive – Beirut, Lebanon** April 2016 – March 2017
Account Executive
 - Drafting Proposals and setting up meetings to present the offer and estimate costs to the client.
 - Working closely with clients throughout the lifecycle of their project(s).
 - Assisting in handling the accounts of clients, coordinating the activities of the Agency team and administrative staff
 - Consulting clients on best practices and trends for their requirements and needs
 - Preparing proposals, renewals and pricing based on client requirements
 - Preparing project, communication and creative briefs to be circulated internally
 - Liaising with, and acting as the link between the client and agency by maintaining regular contact with both, ensuring that communication flows efficiently
 - Following-up on the projects and aligning to meet deadlines
 - Writing reports for clients and internal team as needed

- Ensuring the timely and successful delivery of solutions according to client needs and objectives
 - Working closely with the project team, in order to maintain a continuous knowledge of project status and identify potential issues and opportunities within or related to the project
- **Born Interactive – Beirut, Lebanon** October 2015 – April 2016
Community Manager
 - Create strategic marketing plans for clients
 - Create content and monthly calendars for different social media platforms and different clients
 - Moderate the different social media platforms and engage with users
 - Create and manage Ads on Facebook, Google, and Twitter
 - Use social media analytics to prepare reports and improve strategy for clients
 - Use Ads analytics to improve Ads and help Ads gain more engagement
- **Ioue Club – Beirut, Lebanon** January 2014 – July 2015
Section Manager
 - Lead a team of senior sales executives
 - Guaranteeing required targets are being met
 - Visual merchandising of the section
 - Maintaining excellent customer service
 - Communicating with top management for frequent feedbacks
- **Ginos Delicafe – Beirut, Lebanon** May 2012 – April 2013
Supervisor
 - Responsible for the operation of the deli like purchasing food and stock
 - Making sure that the staff is properly trained in the preparation of Food and in proper kitchen safety and hygiene
 - Make sure that day to day operations of the deli are going smoothly
- **Ginos Gelateria – Beirut, Lebanon** August 2011 – May 2012
Assistant Chef / Head Barista
 - Preparing the gelato served at Ginos Gelateria
 - Serving ice cream and preparing coffee and cold drinks
 - Maintaining good team work among staff
 - Cashier

Education

- Haigazian University (HU) – Lebanon June 2015
Bachelor of Arts in Business Administration
Achievements: Certificate in Project Management
- Makassed Khaled Bin Al-Walid, Beirut, Lebanon June 2011
High School Diploma

Skills

- Microsoft Office (Access, Excel, Word, PowerPoint, Project Server)
- Languages: English – Fluent, Arabic – Native, French – Intermediate

Interests and Extracurricular Activities

- Captain of Extreme Team (Extreme sports) September 2010 – June 2015
 - Sports – Football, Hiking, Camping and Rock Climbing
 - Djing – Music Production
-

