

Hasan Halwany

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Experienced Project Management professional, holding a MBA with concentration in Project Management, and a track record of managing projects and driving business support initiatives in the retail and technology sectors. Skilled in anticipating and responding to the needs of start-ups, developing, planning and executing programs, and coordinating activities to ensure deadlines and responsibilities are aligned. Adept at maintaining up-to-date and accurate management information and producing progress reports.

PROFESSIONAL EXPERIENCE

Project Coordinator

August 2022 – March 2023

Reverreal IT Services & Consulting | Beirut - Lebanon

- Designed and executed project plans to achieve successful outcomes, collaborating closely with outsourced teams and anticipating their needs to ensure seamless execution.
- Coordinated and executed multiple technology and business development projects, ensuring alignment with company standards and principles while managing stakeholder communication and progress tracking.
- Streamlined coordination of internal and outsourced project teams, resulting in successful daily stand-up meetings and timely completion of tasks within an agile project management approach
- Conducted comprehensive analysis of organizational context and project strategies, identifying key scaling factors and presenting results using spider diagrams to optimize efficiency and risk management.
- Established and nurtured vital partnerships with key ecosystem stakeholders by proactively attending industry events, networking sessions, and organizing collaborative meetings and workshops among project members and stakeholders.

Project Coordinator

July 2019 - June 2022

Uniparts & Services | Jabra - Lebanon

- Led and collaborated on 20+ successful projects related to machine parts installation, troubleshooting, and diagnosis while ensuring exceptional client satisfaction and adherence to company standards.
- Managed a high-performing team of 6 professionals across software, sales, logistics, and operations, resulting in on-time and within-budget project delivery.
- Designed workflow roadmaps benchmarked to Business Process Mapping & Notation (BPMN2) language, increasing work efficiency and reducing waste by 150%.
- Served as the key intermediary between technical teams and clients, ensuring effective communication and alignment throughout the project lifecycle.
- Implemented effective risk management methods such as brainstorming, What-If analysis, 5 Why's analysis and risk matrix analysis resulting in successful identification, forecast, and solution of potential project risks.
- Measured project performance to identify areas for improvement, providing guidance and support throughout implementation, testing, and delivery phases, resulting in continuous improvement and successful project outcomes.
- Collaborated with various projects' stakeholders to ensure clear and concise communication of project scope, resulting in a 25% reduction in scope creep and improved project efficiency.

Administrative Officer

November 2016 – July 2019

Uniparts & Services | Jabra - Lebanon

- Coordinated and communicated weekly schedules and tasks for 10+ employees, ensuring 100% on-time completion of operational and managerial requirements.
- Maintained accurate records of daily operations and expenses, resulting in a 20% reduction in errors and providing 98% timely reports to support strategic decision-making.

- Established and executed follow-up procedures to collect and analyze data, resulting in a 25% increase in program evaluation and optimization.
- Procured necessary machine parts and drew up 10+ contracts for large-scale projects, facilitating seamless execution of projects with the relevant departments, resulting in a 15% increase in project completion efficiency.

Sales Officer
Virgin Megastores S.A.L | Beirut - Lebanon

September 2013 – June 2015

- Strategically organized and implemented various product categories, enhancing customer experience and increasing sales revenue.
- Contributed to the achievement of monthly sales targets as part of a team, exceeding the target by 15% on average.
- Developed interpersonal skills by handling the cash register for 4 months when needed, resulting in a 10% increase in customer satisfaction rating based on feedback surveys.
- Demonstrated effective communication and problem-solving skills by fulfilling the role of a customer service representative, utilizing CRM solutions to resolve customer issues and ensure customer satisfaction.

VOLUNTEER WORK

Project Coordinator | Project Management Institute Lebanon Chapter (November 2022 - Present)

EDUCATION

MBA in Project Management | American University of Science and Technology (2020 - 2022)

Diploma in Lean Management | Haigazian University (2021 - 2022)

Diploma in Project Management | Haigazian University (2019 - 2020)

BS – Management Information Systems | American University of Science and Technology (2013 - 2019)

Certifications

Disciplined Agile Scrum Master (DASM) | Project Management Institute PMI (March 2023)

SKILLS

Project Management Software (Microsoft Project, Trello, Jira) • CRM software
 Google Suite • Microsoft Office Suite (Excel, Word, Powerpoint) • Collaboration tools (Slack, Teams) • Research •
 Communication and Interpersonal skills • Teamwork

AREAS OF EXPERTISE

Project Management • Communication & Outreach • Scrum & Agile Methodologies • Follow up & reporting
 Sustainability and Impact Assessment • Research Methodologies • Quality Assurance & Continuous Improvement