

# Bachir Mouawad

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## EDUCATION

### **Codi Tech, Beirut - Lebanon**

Full Stack Development Program  
Graduation Date: November 2021.

### **Notre Dame University - NDU, Zouk Mosbeh - Lebanon**

Diploma in Human Resources Management  
Graduation Date: October 2011.

## EXPERIENCE

### **Event Box, Zouk- Mosbeh- Lebanon and Dubai, UAE.**

Senior Project Coordinator

March 2018 - Present Day

Plan and execute an event from start to finish and generate ideas for it.

Manage logistics and event venues.

Coordinate with the production department to deliver the designed project.

Manage and deliver key projects within agreed schedules, budgets and cost objectives.

*Working in different countries; Lebanon, UAE, KSA, Qatar, Bahrain and Oman.*

### **Acumen SARL (freelancer), Beirut - Lebanon.**

Product Owner (HR Software)

March 2019 - December 2019

ERP Department - HR (Enterprise Resource Planning): Manage and implement the projects with the customer. (Payroll, Time Attendance)

Coach the customer on the new human resources software.

Map customer's need to design and adapt a new HR system.

### **Kristie's SARL (freelancer), Adma - Lebanon**

HR & Project Management

March 2018 - December 2018

Execute all the HR duties within the company.

Manage and deliver key projects within agreed schedules, budgets and cost objectives.

## COMPUTER SKILLS

HTML, CSS, React, React Native, Next, PHP, Laravel, Express.js, Node.js, PHPmyadmin, MongoDB.

Microsoft Dynamics NAV, Oracle, Menaitech, CTServ Software, Visual Dolphin, Microsoft Office, Photoshop, Lightroom, Corel Video Studio.

## ASSOCIATIVE EXPERIENCE

**Hikerland** - Owner and organizer of outdoor activities group for Hiking, Snowshoeing, Cycling & Rafting.

**Scouts of Lebanon** - Active member and Troop leader of 20 teenagers from 2004 to 2016.

## LANGUAGES

Arabic: Native Language

English: Advanced

French: Advanced

**ITG SAL, Beirut - Lebanon**  
**Product Consultant**

June 2017 – December 2017

ERP Department - HR (Enterprise Resource Planning): Manage and implement different projects with other companies for an HR Software (Payroll, Time Attendance, Training & Development, Recruitment)

Coach new clients on the new human resources software.

Map customer's need to design and adapt a new HR system.

*Clients: Universities, Hospitals and Insurances.*

**Algorithm SAL, Zouk-Mikael - Lebanon**  
**Employee Relations Officer (HR)**

January 2014 – May 2017

Manage, coordinate, plan and execute all the corporate events of the company.

Prepare & Submit employment papers, End of Service, Ministry of Finance and National Social Security Fund.

Prepare on a monthly basis employees' Payroll (for the MENA region).

Manage, monitor, validate and report attendance transactions on time.

Manage all health and car insurance formalities in the company.

**Monacool - Beirut, Lebanon.**  
**Human Resources Generalist & Internal Auditor (ISO 9001)**

June 2012 - July 2013

**Condas - Beirut, Lebanon.**  
**Human Resources Coordinator**

April 2010 - June 2012