



PROFILE

Results-driven professional with practical experience in various training and operational roles. Demonstrated ability to perform effectively under pressure while meeting strict deadlines through prioritization and organization. A dedicated and self-motivated team player who contributes positively to business objectives by bringing innovative ideas, enthusiasm, and a proactive approach to problem-solving. Seeking a dynamic position that leverages strong communication skills and time management expertise to drive organizational success.

CONTACT

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Beirut, Lebanon

LANGUAGES

Fluent in Arabic and English.

SAMAH AL BAWAB

PROFESSIONAL EXPERIENCE

Caritas International Non-Profit Organization
2024 - 2025

Beirut, Lebanon

Educational Instructor with the BLN "Basic Literacy & Numeracy" UNHCR program, for Syrian refugee minors in Lebanon

- . Developing and implementing innovative and engaging lesson plans.
- . Successfully teaching classes of up to 25 students a variety of subjects including Math, English and Arabic languages.
- . Class and time management.
- . Communicating with parents, administrators and counselors to resolve student behavioral issues and improve social skills.
- . Designing and utilizing a variety of teaching techniques to ensure all students are able to learn effectively.
- . Administrative and back-office support.
- . Weekly and monthly data system logging.

Bankmed

2015 – 2024

Beirut, Lebanon

Corporate officer, Corporate Cards Solutions Department 2019-2024

- . Providing business corporations with card product solutions for their payment facilitation.
- . Managing high end portfolios by coordinating between company business needs, back-office support and branch network.
- . Data analysis, product creation and development. Providing product training and support.
- . Managing contracts and preserving business/bank relationships.
- . Developing and structuring presentations for businesses and providing consultations for their best business solution.
- . Drafting and overseeing department policy & procedures. Scripting legal documents in coordination with the legal department.

Merchant Labeled Card Agent 2015 – 2019

- . Coordination and support between clients, merchants, bank branches and back office operational work.
- . Weekly and monthly statistical sales data analysis and tracking.
- . Training and supporting merchants, clients and branches with needed product features and benefits.
- . Ensuring that applications, sales and legal documents obtained meet bank criteria.

LifeStyles Health Club &Spa

2010 – 2014

Beirut, Lebanon

Membership Administrator

- . Account management.
- . Weekly and Monthly incoming revenue statistics.
- . Managing account membership payments.
- . Achieving sales targets, developing promotions and prioritizing customer retention programs.
- . Supporting and training sales and operational teams.

Lycée La Fontaine School

2008 – 2010

Beirut, Lebanon

English Teacher

- . Teaching English language for elementary and intermediate grades.
- . Designed and implemented daily lessons.
- . Preparing and coordinating activities with instructors for class development.

Decoplan Design Studio

2006 – 2008

Beirut, Lebanon

Project Manager

- . Directing and coordinating graphic, interior, web and event design projects while ensuring timelines and procedures are implemented effectively.
- . Projects successfully managed:
 - KOC (Kuwait Oil Company) promotional items' project.
 - Advertisement campaign for "ARA for Research & Consultancy"
 - "Bhabak Ya Lubnan" Event 2007&2008 in Kuwait.
 - The web and layout design training event project for Iraqi newspaper staff organized by "IMS" and "ARA for Research & Consultancy".
 - Design and printing of business cards and annual reports for "DPNA" (development of people and nature association).
 - Handled all executive and administrative operations and the organization of financial accounts.

Conbipel, Italian Wear

2004 – 2006

Beirut, Lebanon

Sales Representative

- . Customer care and assistance.
- . Achieved highest sales rates and was appointed "employee of the month" twice.
- . Responsible for the coordination and inventory of the accessories section.

ACADAMIC QUALIFICATIONS AND SKILLS

Certificate in Theatre arts

2022 - 2024 Homemade Theatre Academy Beirut, Lebanon

Developed skills in script writing& analysis, acting, directing, stage production & management.
Participated in various performances, enhancing teamwork and communication abilities.

Certified Life Coach

2019 "Anthony Rizk Coaching & Training" Beirut, Lebanon

Accredited by under the "International Coaching Council" and "Behavioral Coaching Institute"

Bachelor of Business Administration

2010 Lebanese International University Beirut, Lebanon

Lebanese Baccalaureate (Sociology & Economics)

2004 Omar Faroukh High School Beirut, Lebanon