

HADI SROUR

Business (MBA) and Business Law (LLM) graduate

BASIC INFORMATION

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Driver's license: Category B

LinkedIn: [linkedin.com/in/hadi-srouur-aa3066224](https://www.linkedin.com/in/hadi-srouur-aa3066224)

LANGUAGES

■ Arabic: Native

■ English: Advanced

■ French: Advanced

SKILLS AND QUALITIES

■ Computer: Microsoft Office (Word, PowerPoint and Excel)

■ Personal: organization, attention to detail, intensive reading, interpersonal skills, debating, time management

■ Professional and Academic: research, teaching, methodological writing, legal and contractual drafting, strategic, analytical and critical thinking, negotiation, presentation, conflict management, problem solving, deals well with authority, deals well with clients and rejection.

■ Attitude: respectful, empathetic, calm, serious, determined, fair-minded, disciplined.

PROFESSIONAL EXPERIENCE

Professional Development & Entrepreneurial Initiatives

Nov 2024 - Present

Fully available and prepared to resume work, with a focus on the following activities, projects and studies in the meantime:

- Internship and ongoing business relation with MASA insurance (detailed below in the Internships section)
- Investing in businesses and launching private e-com brand based on credible courses and strategies in order to build side income source
- Completing academic courses related to Business Law.
- Focusing on upskilling, networking and self investment

Purchasing Officer

May 2024 - Oct 2024

Hammoud International Paper S.A.L. (HIPCO), Lebanon, Beirut

HIPCO is a paper trading company working across the MENA region and beyond, with four-decade-long cumulative experience; the main duties and skills learned:

1. Preparing quotas with Purchasing Manager based on continuous prices comparisons, followed by contacting and

negotiating suppliers

2. Creating, filing, updating and following-up purchasing orders, prices and stock infos from A to Z on customized ERP system & Excel, with special attention to the product's main specs (quality, size and weight), all while insuring all deliveries contain all goods requested
3. Handling insurance, commercial and shipping documents such as: Proforma Invoice, Commercial Invoice, Packing List, Bill of Lading, EUR1 certificate and Certificate of Origin, with regular online shipment tracking and handling special cases such as lot-splitting
4. Reserving & creating official pre-offers for customers from purchasing orders
5. Sourcing for new suppliers and organizing their database
6. Assisting the Purchasing Manager especially with notifying any important email, updating the daily department's agenda and preparing documents beforehand

Accounting and Managerial Assistant

Sep 2023 - Dec 2023

"Mécannique Générale Guinée" (MGG), Guinea, Conakry

"MGG" is a private company of generators; the position was not limited to accounting assisting but also assisting the managerial team in various legal, banking, managerial and administrative activities; role terminated because of

Graduate Assistant

Sep 2022 - May 2023

Lebanese American University (LAU), Lebanon, Beirut

In exchange of reduced university fees, assisted an assigned university doctor with his academic researches, and assisted at the university Computer Lab

INTERNSHIPS

Account Executive

Apr 2025 - May 2025

MASA Insurance, Lebanon, Beirut

MASA Insurance is an insurance brokerage company; learned about all kinds of policies related to the Motor sector (Third Party Bodily Injury, Third Party Property Damage and All Risk) and the General sector (Medical, Travel, Expats, Workers, School, Fire & Theft) and how to advise, create, update, quote and issue insurance policies in coordination with insurance companies, brokers and customers.

Insurance Advisor

Apr 2024 - May 2024

"Bankers" Assurance SAL, Lebanon, Jal El Dib

Earned the BTS (Basic Training School) certificate for Life Insurance advisory; learned different types of Insurance services particularly in the Life Insurance sector, role-played and trained on prospecting (face to face and on phone call), Financial Needs Analysis (FNA) studies, activity reports and follow-up meetings, applying and writing forms and creating customer profile and data entry (hard copy and online).

Account Manager

Feb 2024

"Screens International" for localization services, Lebanon, Jal El Dib

Trained on handling accounts requests by mail, coordinating between teams and managing and distributing tasks, contacting by phone, data entry on Excel, transferring and converting media and files on Cloud, time management, strategic thinking and planning schedules ahead.

Intern at the Commercial (Sales) and Marketing departments

Apr 2022

"Natgaz" Liquefied Petroleum Gas distribution company, Lebanon, Beirut

Assisted account coordinators (collection requests, aging/credit reports, reconciliation of settlements), salespeople (prospecting, site visits, preparing quotations), installers (site visits, technical work), sales manager (sales quotation cycle, sales office work) and marketing manager (advertising, customer service, community managing).

Member of the legal research team

Sep 2021 - Jan 2022

"Justicia" Law Firm, Lebanon, Beirut

Qualified to gather, redact and organize legal information for the purpose of legal cases, consultations, articles, studies and amendments propositions

EDUCATION

Master of Business Administration (MBA)

2022 - 2023

Lebanese American University (LAU), Lebanon, Beirut

Master (LLM) and Bachelor (LLB) in Business Law

2016 - 2021

Francophone Law School - Lebanese University, Lebanon, Beirut

Program based on French/Lebanese Comparative Law.

French Baccalaureate

2013 - 2015

Lycée Abdel Kader, Lebanon, Beirut