Bassem Fawaz

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**\* Summary:**

• Highly accomplished Supervisor and Manager.

• High experience in Management, Administrations, Sales, Project Management and Human Resources.

• Adept at managing complex operations and handling sensitive information with discretion.

• Demonstrated leadership skills, capable of training and supervising teams and human resources personnel.

• Developing client relationships and building customer loyalty.

• Chairman of private building owners Committee.

**\* Professional Experience:**

• **Clerk** **-** **Supervisor - Manager** **Sep 2005 – Jun 2023**

International Consultant Company Dot Com – S.A.R.L – Beirut, Lebanon.

• Planning, organizing, and managing resources to achieve specific goals and objectives within a defined timeframe to ensure that a project is completed successfully, meeting its intended outcomes while adhering to constraints (time, budget, scope, and quality…)

• Managed and supervised human resources functions, including recruitment, selection, Reports, Database and performance management, training and development programs for personnel.

• Developed and implemented policies and procedures to enhance the efficiency and effectiveness of the Administration and human resources department.

• Conducted research and analyzed trends to identify best practices in human resources and administration management. Preparing and finalizing Memorandum of Understanding (MOU) and Deed of Agreement (DOA) and Final Contracts.

• Managed and operated complete sales transactions (Communication, product knowledge, understanding customers, relationship building, goal- oriented and results - driven).

• Coordinated with CEO and all other departments to ensure compliance with regulations and standards for the best of the Administration. managing day-to-day operations, Supervising, collecting and maintaining all compliance documents, logistics, office maintenance and supplies, coordinating and managing meetings and events, scheduling and rescheduling appointments, booking travel and providing many other administrative supports.

* **Chairman of private building owners committee, Beirut – Lebanon Jan 2006- June 2023**

• Providing leadership to the committee, guiding its members in decision-making processes and facilitate collaboration and coordinate efforts to address building-related issues related to property management, regularly maintenance and reparations and external service providers.

• Ensuring that the committee operates in compliance with relevant laws and regulations is crucial and ensure that the committee's actions align with these regulations.

• Involved in financial oversight, including budgeting, financial planning, and monitoring expenses related to the building's maintenance and operations.

• Coordinating response efforts during emergency situations by communicating with residents, and working with relevant authorities or emergency services.

• Participating in long-term planning for the building, including considering general maintenance needs, renovations, and other projects that contribute to the overall well-being and value of the property.

**\* Skills:**

• Extensive experience in information system & analysis.

• Strong leadership skills, capable of managing and training teams of human resources personnel.

• Ability to manage complex administration situation and take decisions and resolve problems and handle human resources operations.

• Conducting general or special assessments and developing risk mitigation strategies.

• Communication Skills and organizational Skills - Time and Team Management – Decision-making and Problem Solving -Negotiation - Risk Management - Budgeting and Financial Management - Technical Knowledge – Property Management - Conflict Resolution - Emotional Intelligence - Continuous learning – Attention to details.

• Knowledge in open-source intelligence, Microsoft office, Data base Software (Oracle: data entry + report) and many other computer applications. Banking solutions and transactions.

**Languages:**

• Expert in English, Advanced in French.

• Fluent in Arabic (native language).

**\* Education:**

**- Applied Bachelor's Degree – Business Computing / (ICAS Assessment)****2005**

General Directorate of Vocational and Technical Education – Beirut, Lebanon

**- Technical Baccalaureate - Hotel Management 1992**

General Directorate of Vocational and Technical Education – Beirut, Lebanon