

VIVIANE KASSIR

Interior Architect

Naccache, Metn Lebanon
Vivivane.k.hashem@gmail.com
☎ + 961 03 916716

Profile

A responsible and challenging role within the field where I can make serious contribution to its success.

Experience

ASKDECO - PROJECT MANAGER

Beirut, Lebanon

2007 till present

Specialized in high-end luxury residentials and yachts in the gulf and UK.

Concept design study and development in collaboration with design director.

Construction document development and submittal (*including all necessary and needed details*)

Site supervision and management from conception to delivery in order to ensure that all works are conducted according to specified standards.

Preparation of project budgets, project schedules and consultant cost management.

Prepare project status report and reviews with the Project Director.

Coordinate with suppliers, contractors and sub-contractors.

Manage schedule, metrics collection, delivery, inventory, and accounting for specified projects.

Interact with clients, contractors, and staff to communicate and enforce project goals and deadlines.

Prepare schedule of work, progress & site visit reports .

BOU HINDI GROUP/ROCHE BOBOIS - BUSINESS UNIT MANAGER

Bahrain

2006 - 2010

Founder of Roche Bobois Bahrain showroom

Incorporate company procedures and policies in the daily operations

Oversee creation and preparation of market reports.

Monitor and review projects activities to ensure on time completion within budget

Manage business activities focusing on design, furniture selection and strategic growth of the organization

Manage and build customer relationships, track data and meet emerging needs

Train and mentor staff

Manage and co-ordinate the overall design process from briefing to final installation

LE CERCLE / ROCHEBOBOIS – PROJECT MANAGER

Beirut, Lebanon

2000- 2006

Visualization and graphics for client presentations of design documents into AutoCAD drawings for residential projects (furniture, carpets, accessories, curtains etc.)

Stock management, invoices/offers/orders, showroom display, space planning, furniture selection and administrative duties

Education

1994 – 1999 **LEBANESE UNIVERSITY** – Faculty of arts INBA II – Beirut, Lebanon
Bachelor and master's in interior design

Skill

Freehand sketching
Management and development planning
Strong negotiator/communicator
Team worker

Software:

- MS Office (Word, Excel, PowerPoint),
- Adobe Photoshop
- AutoCAD, Sketchup

Languages:

- Fluent in Arabic, French & English both verbal and written

References

NISRINE NASR
GM – ASKDECO

DANY HITTI
PRINCIPAL ARCHITECT AND FOUNDER – ROCHE BOBOIS

ABDULLAH BOU HINDI
CHAIRMAN – BANZ GROUP – BAHREIN

Projects

Fatta Apartment / Lebanon –kornet el hamra 2005
Saifi Apartment / Lebanon ,Saifi 2005
Roche Bobois Showroom / Bahrain 2006
Saar Villa A / Bahrain 2007
Saar Villa B / Bahrain 2007
Ennismore UK 2008
Bu Hindi Penthouse / Lebanon ,Gemayze 2009
Chaker Apartment /Lebanon, Beirut 2010
Byblos Sud Chalet / Lebanon,Jbeil 2011
Skyline Penthouse / Lebanon ,Beirut 2013
KHJ Villa / Riyadh 2013
Wetherby Gardens / UK 2014
Serenity yacht / Greece 2015
Secret Sences shop / Lebanon, Beirut 2016
Dream Bay Simplex / Lebanon – Raouche 2016
One Oak 4B2 Apartment / Lebanon, Beirut 2016
Omeira Apartment / Lebanon, Kfarhbeeb 2017
Saade Villa / Lebanon, Rabieh 2018
Wadi Hills Apartment / Lebanon, Beirut 2018-2019
Elite Sursock – Apartment / Lebanon – Beirut 2019 in progress
Beirut Bay – Apartment / Lebanon – Beirut 2019-2020 in progress