

# Rashad El Khachen

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## Education

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**Lebanese American University (LAU)** – Lebanon, Beirut  
*Bachelor of Business / Information Technology Management*

Sep 2011 – Dec 2015

## Work Experience

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**Credit Card Services Bank (CSC)** – Beirut, Lebanon

Feb 2016 - Present

Dept: IT Coordination and Information Services

Position: Officer

CSC is a principal member of MasterCard international and VISA international providing and acquiring services to Banks and institutions in the Middle Eastern, Asian and African regions.

- Enhanced the firm's information services and coordinated with different departments.
- Worked on a number of successful projects for medium to large organizations, public and private, operating in industries such as financial services.
- Worked on the card management system for the issuance of cards on Banks and many private institutions.
- Proactively contributed to the business unit's development through multiple initiatives including creating a daily report for internal departments, processing files, informed banks about daily errors and assisted them with the solution.
- Conducted various day-to-day IT financial operations worked with multiple tools that included SQL Server, Crystal Report, Dream Viewer (SWITCH), and FIS Navigator.
- Built strong relationships with colleagues from different business units and lines of service.

### Client Projects:

- Worked on implemented and tested a 3D secure project for all type of cards.
- Tested products for all institutions before going on LIVE environment.
- Implemented and tested HCE project (Host Card Emulation)
- MasterCard certification (CDA – Chip Data Authentication)

**Banque Du Liban (Summer Training)** – Beirut, Lebanon

June 2014 – July 2014

- Attended lectures about the role of each department, their internal work and how they work externally with domestic banks.
- Worked with various groups on different jobs for many departments.

## Skills

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### Computing Skills:

- Excellent proficiency in MS Office tools (Word, PowerPoint and Excel, Access, Visio, Project).
- Programming skills in Java.
- Good knowledge of SQL, Crystal Report (ERP).
- Familiar with Adobe Photoshop and Adobe InDesign.

### Language Skills:

- Fluent spoken and written English and Arabic.
- Proficient in French and Spanish.

## Hobbies and Achievements

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- Granted Most Valuable Player award (MVP) in High School (Eastwood College).
- Leading a group of 10 in my senior year for organizing Prom event and other activities.
- Winning the LAU intramurals of 2015.
- Granted an award of participation in Bicharaf leadership camp.
- Technology enthusiast.