



## CONTACT

☎ +961 7 123 60 60  
 ✉ Hassankasti@gmail.com  
 📍 Hadat, St. Therese Street,  
 Beirut, Lebanon

## EDUCATION

### MASTER OF SCIENCE IN BUSINESS ADMINISTRATION

2004 - 2007

Arts, Sciences and Technology  
University in Lebanon (AUL)

### BACHELOR OF ART IN BUSINESS ADMINISTRATION

1999 - 2003

Beirut Arab University (BAU)

### LEBANESE BACC.II (Science Ex.)

1997 - 1998

College Du Musee

## SKILLS

- \* Microsoft Office ( Excel , Word , Outlook , PowerPoint , Access , FrontPage )
- \* Strong Purchasing Background includes Negotiation, Contract Pricing & Cost Reduction
- \* **Familiar with ISO 9001:2000 and ISO 9001:2015**
- \* Building & Publishing Websites, Adobe Photoshop
- \* Softwares (Precision ECM, SFM, DMS, UNO, Software Group, Onyx, Wizard ERP)

## LANGUAGES

FLUENT IN:

\* Arabic \* English \* French

## INTERESTS

Basketball - Internet

## REFERENCES

References and Supporting  
Documentations Furnished Upon Request

# HASSAN KASTI

MASTER IN BUSINESS ADMINISTRATION

17-NOV-1979 - Married

## OBJECTIVE

Seeking a Challenging Administrative Job in any Sector Where I am able to utilize My Educational. Experience and Management Skills.

## EXPERIENCE

### MEDVET ETS. (Veterinary Medicine & Equipments) | 2019- Present

Managing Director & Financial Analyst

- \* Prepare reports: Sales, Purchase, Cash Flow, Receivables Aging, Payroll, Commission, Inventory.
- \* Manage relations with 6 Int'l Suppliers.
- \* Reduced Company's Expenses.
- \* Follow-up Shipments, Prepare shipments cost and items pricing.
- \* Performing basic accounting tasks, Journal Vouchers, Bank Reconciliation.

### Arcom Group (Ceramics & Sanitary) | 2015- 2019

Senior Supply Chain Executive & Reports Analyst

- \* Prepare Items Statistics & Int'l P.O., Manage relations with more than 85 Int'l Suppliers.
- \* Negotiate Best Freight FCL & LCL quotations and follow up on undelivered goods with Factories.
- \* Reduced Company's Expenses around 150,000\$/year, especially freight fees.
- \* Follow-up Shipments, Bivac inspection, Clearance, insure new items display, sales team training.
- \* Interact with Sales teams, Showrooms Managers & Accounting Department.
- \* Prepare shipments cost, items pricing, projects and special orders cost, pricing and send quotations.
- \* Manage and follow up Cross shipments from supplier's exwork to many worldwide locations.
- \* Prepare container's distribution to warehouses and wholesale customers based on inventory data.
- \* Using information technology to record company figures, for data analysis.
- \* Prepare and report to BDM and GM the following reports and Dashboards:
- \* Inventory Turnover Ratio, Sales movement, Purchase movement, Slow & nonmoving items.
- \* Pending Sales Orders, Warehouse capacity, Item's classification by warehouse movement.
- \* Returned & Canceled items, Purchase Forecast.

### TGS sarl & Mroueh Plast (Ceramics & Sanitary) | 2010- 2015

Accountant & Import-Export Officer

- \* Performing basic accounting tasks, accounts payable, accounts receivable, payroll,
- \* Journal Vouchers, Bank Reconciliation, Sales & Purchase invoices.
- \* Prepare Local and International Purchase Orders, Follow-up Shipments & Clearance.
- \* Negotiate shipping quotations and follow up on undelivered goods and with insurance.
- \* Using information technology to record company figures, for data analysis.

### Batal Design Group (Furniture, Lighting & Decoration) | 2006- 2010

International Purchasing Officer

- \* Prepare Purchase Orders From Outside Lebanon, Follow-up Shipments & Clearance.
- \* Source Vendors, Negotiate Best Price & Manage relations with up to 50 int'l Suppliers.
- \* Maintain Open-Orders Status Reports.
- \* Interact with Sales, Marketing & Accounting Departments.
- \* Negotiate shipping and clearing quotations.
- \* Monitor shipments to ensure that goods come in on time, follow up on undelivered goods.
- \* Provide Showroom Supervisors estimated Price List and quantity of the ordered goods.
- \* Internal Auditor and Projects Manager

### Various Companies | 2004- 2006

Various Sales Positions as a Fresh Graduate

## TRAINING

### Lebanese Canadian Bank & Banque Du Liban | Jul.2003- Sep.2003

- \* Cash/cheques Deposits & Withdrawals - Cheques Clearing
- \* Loans & Insurance Department - Open new Accounts
- \* Department of Statistics and Economic Research
- \* Department of Foreign Exchange & International Operations
- \* Lectures about all Departments