

HASSAN SAFSOUF

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EXPERIENCE

FROM MAY 2021 – TO JANUARY 2022

DATA ENTRY OPERATOR, DAGHT JAWI

Gathering, collating, and preparing documents, materials, and information for data entry.

Creating digital documents from paper or dictation.

Reviewing all documents and information for accuracy.

Generating and exporting data reports, spreadsheets, and documents as needed.

FROM AUGUST 2018 – TO SEPTEMBER 2021

CONTROL ROOM/CASHIER/CUSTOMER SERVICE, SOLIDERE

Controlling Beirut Souks Parking Subscriptions and cashier system.

Receiving and placing customer service telephone calls

Maintaining solid customer relationships by handling questions and concerns with speed and professionalism

Monitoring CCTV of parking area.

Resolving customer complaints, managing database records, drafting status reports on customer service issues

Controlling Med Miles parking system.

Controlling SOFA parking system.

Controlling parking spots installed by Dantzikian Co.

Controlling barriers installed by Guardia Co.

FROM SEPTEMBER 2017 – TO JULY 2021

HUMANITARIAN PROJECT, BENAUF MOSQUE

I was responsible for the social aid project for around 430 people registered in our database and living in the area of Ras El Nabeh. Since 2015 we offer food, medication, clothes for persons in need. My responsibilities were: data entry/ cases assessment/ distribution of donations/ & all communications.

FROM JUNE 2017 – TO MARCH 2021

HEAD OF MEDIA, BENAUF MOSQUE

Managing Social Media platforms (Facebook, Instagram, YouTube).

Monitoring online and offline ad campaigns (e.g. on radio, TV, websites, magazines and billboards.

Regularly reporting advertising campaign results.

Prepare additional promotional projects to support new projects launches.

Create new campaigns to reach a broader audience.

Video editing and promo making.

EDUCATION

2013-2019

BACHELOR DEGREE IN ARCHITECTURE DESIGN & BUILT ENVIRONMENT,

BEIRUT ARAB UNIVERSITY

Royal Institution of British Architects Accreditation (RIBA part 1).

FIBA Accreditation.

2008-2013

LEBANESE BACCALAUREATE "LIFE SCIENCES SECTION",

RIAD AL SOLOH HIGH SCHOOL

SKILLS

- Microsoft Office Family (Word, Excel, PowerPoint, Outlook).
- Adobe Family (Photoshop, Illustrator, Premiere, After Effects, OBS, Final cut pro).
- Autodesk Family (AutoCAD, Revit, Sketchup, Lumion, Rhino).
- Voice Over Talent, Video Editing Skills, Photography Skills.
- ICDL Certificate.
- Attention to details.
- Problem Solving Skills.
- Teamwork and Communication Skills.
- Organization Skills.
- Responsibility.

ACTIVITIES

Lebanese Architects Awards

Lebanese Architect Awards announced in Beyrouth, 10 prizes awarded in the presence of the International Union of Architects (UIA). UIA Treasurer Fabian Llisterri and former (2011-2014) UIA Secretary General Michel Barmaki were present at the BIEL Exhibition Center in Beirut for the opening of the Lebanese Architect Awards Festival on Thursday 16 February 2017.

ArchMarathon Awards

ARCHMARATHON is an International Architecture event that brings together 42 Architecture Design Studios in a unique and unprecedented format.