

Hadi Cheaito

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Seeking a responsible job in finance to be able to utilize my skills for personal growth, broaden my knowledge and experience for further career improvement with an opportunity for professional challenges.

EXPERIENCE

Data Analyst

International Information (SAL) - Nov 2021 - Mar 2022

- Removing corrupted data and fixing coding errors and related problems.
- Developing and maintaining databases, data systems - reorganizing data in a readable format .
- Performing analysis to assess quality and meaning of data.
- Filter Data by reviewing reports and performance indicators to identify and correct code problems.
- Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction.
- Report Preparation and Presentation.
- Market and Consumer Research.
- Opinion Polling.

Night Auditor / Reservation

Warwick Palm Beach Hotel - June 2019 - June 2020

- Welcoming guests to the hotel in a polite, friendly and helpful manner.
- Check in guests, answer phones and take reservations
- Respond to guest complaints, requests and emergencies
- Process invoices, post checks to vendors and distribute employee checks
- Reconcile accounts
- Balance the cash drawer and log receipts
- Investigate and resolve out-of-balance accounts
- Keep accurate financial records and ledgers
- Help prepare for forecasts and audits

Night Auditor / Senior Front Office

Ramada Downtown Hotel - 2016 - 2019

- Welcoming guests to the hotel in a polite, friendly and helpful manner.
- Check out departing guests using the hotel's accounting system.
- Check in and reservation entry on Opera system.
- Being a point of contact for guests should they have any queries.
- Balance the cash drawer and log receipts
- Create a work environment that promoted teamwork, recognition, mutual respect and employee satisfaction.
- Help prepare for forecasts and audits
- Deal with and resolve customer complaints.
- Perform all reservations requests for both individual and block bookings.
- Balance the cash drawer and log receipts

VOLUNTEER EXPERIENCE

Red Cross EMT Volunteer

Mraijeh center - 2021 - Present

- Provide first-aid treatment, such as bandaging wounds.
- Provide life support care, such as cardiopulmonary resuscitation (CPR), when needed.
- Assess a patient's conditions and provide initial treatment.
- Determine whether a patient needs to go to an ER or a trauma center.
- Work 12-hour shift per week, sometimes staying on call for 24 hours.
- Communicate with other emergency services, such as firefighters and police officers, to respond to calls for help.
- Able to communicate with physicians, patients, and hospital staff in a courteous, effective, and professional manner.

EDUCATION

- MBA in Financial Economics - (Lebanese international university - Beirut, Lebanon) 2022 - Present
- Bachelor in Banking & Finance - (Lebanese international university - Beirut, Lebanon)
- Baccalaureate in accounting & Informatics - (Ali Akbar Institute - Khaldeh, Lebanon)

SKILLS

Typing 65 WPM, Secretarial, Microsoft: Word, Excel, Power Point, Access, ODK, SPSS, Outlook, Google drive, Opera system (Opera V9 cloud).

Languages

Arabic: Mother tongue
English: Fluent
French: Basic