



CHRISTINA KASSAB

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Abadiyeh, Lebanon

December 27th, 1996

EXPERIENCE

➤ 109 architectes, Baabda

Nov 2023 – Present

Administrative Manager:

- Research, price, purchase and stock various supplies and products
- Schedule courier pickups and deliveries
- Set up new projects including initiating server folder structure and entering data in various software tracking systems
- Maintain and balance petty cash fund.
- Assist with travel arrangements as requested
- Providing general assistance in the office
- Completes key permit forms and maintain records of key permits issued
- Administrative duties including phones, scheduling, filing, scanning and assisting team on various projects
- Preparation of daily sales reports and bank deposit journal entries
- Assisting in processing and recording vendor invoices in accounts payable system
- Preparing and organizing weekly payment runs for review by Payments Manager
- Data entry of purchase orders
- Ensuring timely and accurate filing of all vendor payments to external and internal vendors
- Assisting with document retention, including scanning and the organization of physical and electronic documents
- Assisting with billing
- Record journal entries, and complete bank reconciliations
- Manage daily calendar & schedule
- Review, approve, and process payroll, expense reports
- Maintain and track all costs related to construction projects

➤ **Triple S By Johnny Ghazal, Insurance Brokerage - Sin El Fil, Lebanon**

Sept 2021 – Sept 2023

Customer Care Manager and Travel insurance specialist:

- Issuing and managing travel, motor and medical policies but mostly travel policies
- Reviewing clients' needs to identify suitable insurance packages
- Issuing medical quotations
- Issuing refund or compensation to customers
- Training staff to deliver a high standard of customer service
- Focusing on customer satisfaction
- Providing protection for travelers and their flights, this coverage may include cancellations, lost luggage, health issues and other emergencies
- Collecting payments from customers
- Cash register – daily cash position report
- Selling insurance plans
- Maintaining client relationships
- Researches and compares insurance policies from different providers by analyzing coverage and pricing options to find the best deals for clients.
- Assists clients with the claims process by gathering the necessary documentation and coordinating with insurance companies and by supporting them.
- Monitors clients' insurance policies for any changes by staying in contact with the insurance company and ensuring that their policy is renewed before the expiry date
- Keeps client's insurance policy up-to-date with changes in their life or business by staying informed and making adjustments as needed
- Helps clients understand the tax benefits of different insurance policies by providing guidance and advice.
- Keeps clients informed of changes in the insurance market by staying informed of industry trends and developments
- Maintaining accounts payable, ensure timely payment of invoices, confirming validity of the debt
- Data entry
- Renewing or amending existing policies for clients

➤ **Builttec Corporation SAL - Dekwaneh, Lebanon**

Oct 2020 – Aug 2021

Accountant/Admin:

- Documenting financial transactions
- Reviewing financial documents to resolve any discrepancies and irregularities
- Cooperating with auditors in preparing audit reports
- Preparing and analyzing financial statements like cash flow statement, balance sheet and profit loss statement
- Ensuring the posting journal entries, data entry
- maintaining accounts receivable and accounts payable
- Payroll
- preparing and maintaining important financial reports
- bank reconciliation

➤ **Hopital Libanais Geitaoui - Ashrafieh, Lebanon**

Sept 2018 - Aug 2020

Junior Accountant:

- Maintaining accounts receivable, document bills and supporting documentation.
- Maintaining accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures
- Updating financial records via accounting software
- Data entry
- Analyzing financial statements and prepare balance sheets
- dealing with suppliers
- producing supplier statements to show the position of our account with them and to help keep track of the company's account balance.

TRAINING

BLC BANK – Dekwaneh branch	Summer 2016	Trainee
George Al Halabi Audit firm – Antelias	Summer 2017	Trainee

EDUCATION

2024

CERTIFICATION IN MAKEUP ARTIST MASTERY
LAB Academy – Dora, Lebanon

2024

CERTIFICATION IN EXTENSION EYELASHES, LIFTING,
BROWS LAMINATION & TINTING
LAB Academy – Dora, Lebanon

2022

CERTIFICATION IN MANAGING PROJECT RISKS
AND CHANGES
University of California - Irvine, California

2014 – 2017

BACHELOR IN BANKING AND FINANCE
University of Saint Joseph - Huvelin, Lebanon

2017

ENGLISH PROFICIENCY ASSESSMENT
Saint Louis University – USJ

1999 – 2014

LEBANESE BACCALAUREATE IN SOCIO-
ECONOMICS
Collège Notre Dame des Soeurs Antonines
Hazmieh-Jamhour, Lebanon

SOFT SKILLS

Organizational
Attention to detail
Communication
Problem solving

Customer service
Active listening
Time management

HARD SKILLS

DOLPHIN & VISUAL DOLPHIN SYSTEM
SILICON SYSTEM
SOFTMIND BROKER SYSTEM

MICROSOFT WORD
MICROSOFT EXCEL
MICROSOFT POWERPOINT

LANGUAGES

Arabic Mother language
English Fluent

French Fluent
Turkish Basic – familia

INTERESTS

Yoga & Meditation
Makeup
Singing
Cinema
Acting
Piano

Movies
Theatre
Swimming
Music
Design & art

REFERENCES AVAILABLE UPON REQUEST