

HASAN KASSEM

I am versatile, methodological and result-oriented Banker with very good knowledge in finance.

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Employment

Senior Operation Officer (Head Teller) Mar 2016 - Present

Bank Of Beirut S.A.L, Beirut-Lebanon

- Responsible for 6 tellers performing daily banking operations
- Control daily operation work
- Contact clients
- Cash count and ATM count and control
- Authorized signer

Business instructor Dec 2013 - Present

Bonus Engineering Academy_Elite tutoring, Kuwait_Lebanon

- It is a private tutoring institution which helps students from schools, colleges, and universities.
- Finance, accounting, management, economics, and marketing are taught to students at all levels and universities.
- The majority of students are from LAU, AUB, USJ and Kuwait universities. (ZOOM)
- consulting services for a private labeling company (financial, marketing, and managerial issues).

Senior Consultant Feb 2011 - Mar 2012

SAAD FOODS S.A.R.L. (private labeling), Beirut-Lebanon

- Managerial consultancy
- Responsible for marketing the company and set the deals with existing and potential clients and existing and potential suppliers.
- Train the employees on sales and how to sell and promote our products.

Credit Officer Dec 2010 - Present

Bank Of Beirut S.A.L, Beirut-Lebanon

- Prepare and analyze financial statements, report results, compare ratios to the market, explain results to management. Letter of credit (import, export, document for collection) letter of guarantee (bid bond, performance, financial, etc.)
- opening of a letter of credit, advising customers of appropriate choices concerning payment details Inco terms request documents in addition to consultancy for clients in case of any discrepancy, also advising on the import letter of credit and explaining the swift details and any information needed for the letter of credit. Responsible for corporate (potential and existing customers) files and risk files, as well as financing.
- Follow the account and control the facilities daily, cooperating with the customer to ensure his satisfaction. Prepare credit requests and analyze financial statements.

Personal details

Date of birth

July 6, 1985

Place of birth

BEIRUT-LEBANON

Gender

Male

Nationality

LEBANESE

Skills

Communication and interpersonal skills

Organizational skills

Digital skills Microsoft Office
Microsoft Word Microsoft
Excel Microsoft PowerPoint
Outlook Google Drive ,SPSS
and Mendeley

Languages

Arabic

English

Hobbies

■ Sports: football, ping-pong, swimming, basketball

■ Reading articles

Contact Officer

Mar 2010 – Jun 2010

TLS, Beirut-Lebanon

- visa center for French embassy
- (Assigned for a management training program to be responsible for the center)

Operation Control Center

May 2006 – Dec 2009

Middle East Airlines, Beirut-Lebanon

Middle East Airlines Technical Department

- Responsible for aircraft rotation and movement for MEA and other carriers
- Operation control center (flight watch)

Middle East Airlines Commercial Department

- call center
- reservation and cedar miles loyalty program

Middle East Ground Handling

- passenger service
- counter agent
- gate agent
- station control

Sales Control

Mar 2006 – May 2006

LEBANESE ARMY COOP, Beirut-Lebanon

- Responsible for negotiating with new clients, promoting products for existing clients, and ensuring branches are well organized and products are correctly presented to clients.
- warehouse management

Education

Chartered Financial Analyst (CFA) LEVEL 1

Jun 2018 – Jun 2019

EON, Beirut-Lebanon

**Master's in business administration
(Finance)**

Oct 2010 – Jun 2017

American University of Science and Technology (AUST), Beirut-Lebanon

**Bachelor's in business administration
(banking and finance)**

Oct 2006 – Jun 2009

American University OF Culture and Education, Beirut-Lebanon

Bachelor's in biomedical engineering

Oct 2003 – Jun 2005

Islamic University Of Beirut, Beirut-Lebanon

Certificate

- Attending first aid and CPR course –Lebanese Red Cross
- Time management #1 And#2 –IQUAD Learning Solutions
- Communication skills –IQUAD Learning Solutions
- Sales advantages –Dale Carnegie Training