

Hadi Kassem

hadi.kassem@lau.edu

Beirut, Lebanon, +961-76640522

EXPERIENCE

- **Al Bayan Auditing and Accounting Office, Beirut, Lebanon, Aug 2022 – October 2022**
Internship
 - Journalized transactions on Silicon Software.
 - Analyzed financial statements accounts.
 - Filed data as a member of the accounting team.
 - Submitted tax forms and returns, workers' compensation forms, and other follow ups.
 - Calculated TVA .
 - Inserted Data entries on Microsoft excel.
 - Prepared NSSF payments.
- **Central Bank of Lebanon, Beirut, Lebanon, Jul 2022 – Aug 2022**
Internship
 - Attended the Central Bank of Lebanon training program for university students.
 - Received full understanding about each department job description in the Central Bank.
- **LIBAMED, Beirut, Lebanon, Jun 2021 – Sep 2021**
Internship
 - Generated new contracts through referrals.
 - Managed sales operations.

SKILLS

- Communication
- Microsoft Office
- Management and Organization

EDUCATION

- **Lebanese American University, Beirut Lebanon,**
Jan 2023 – Present – Master in Business Administration (MBA) (CGPA: 4/4)
- **Lebanese International University, Beirut Lebanon,**
Oct 2017 - Jun 2022 - Bachelor of Business Administration in Banking & Finance (CGPA: 3.19/4)
- **Beirut Modern School, Beirut, Lebanon, June 2017**
Lebanese Sociology & Economics Baccalaureate

LANGUAGES

- **English:** Fluent
 - **Arabic:** Native
-

