

# JAMIL NASREDDINE

## CONTACT

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Jamil Nasreddine

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## NATIONALITY:

LEBANESE

## BIRTHDATE:

5/5/1999

## EDUCATION

**Antonine university:**  
11/9/2017 – 9/6/2019  
Ba in banking and finance  
**Antonine university:**  
1/10/2019 – 1/11/2022  
Masters in digital marketing

## WORK EXPERIENCE

### Hopscotch: internship in digital marketing 1/02/2024 - 1/03/2024

- creating the social media plan for social media posting.
- Developed and executed comprehensive digital marketing strategies to drive brand awareness, engagement, and conversion across various online channels including social media, email marketing.
- Collaborated cross-functionally with design and content teams to create compelling visual and written content that resonated with target audiences and supported marketing objectives.

### Hopsctoch: part time community management 1/03/2024- present

- handling clients social media accounts, posting and reshares.

### Metro Detroit endocrinology center: medical biller 1/4/2022-

- Preparing and submitting billing data and medical claims to insurance companies
- Ensuring each patient's medical information is accurate and up to date
- Preparing bills and invoices and document amounts due to medical procedures and services

### Metro Detroit Endocrinology Center: customer service representative 1/11/2021-01/04/2022

- Receiving calls from patients concerning appointments scheduling or doctor's consultation
- Handling customer complaints
- Developing and documenting knowledge into helpful content
- Tracking customer service KPI's and metrics

**Lebanese observatory for workers and Employees rights: part time job accountant and procurement officer**

27/2/2021–1/6/2021

- Process scheduled/required payments and channel to the senior accountant
- Ensure proper recording of accruals in line with contracts and agreements
- Support preparation annual audits and approve them before final submission
- Prepare periodical and annual financial statements working the accounting and auditors monitor, verify and approve monthly accounting reconciliation (banks, petty cash)

**Allianz SNA: internship in claims department**

25/9/2020–30/1/2021

- Adjusting claims all types; inspecting damaged vehicles and property; determining claims related damage
- Perform other duties that may be assigned by the supervisor.

**Byblos Bank: internship**

01/07/2019–01/08/2019

- Serving customers by completing account transaction
- Managing client bank account including opening and closing accounts (visual observation)

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**LANGUAGES**

- English (advanced)
- French (basic)
- Arabic (native)

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**SKILLS**

- Working under pressure
- Patient
- Computer literacy (Microsoft office; word, excel, power point, outlook)
- Commercial and business awareness
- Excellent communication and presentation skills
- Analytical approach to work
- High numeracy and sound technical skills
- Negotiation skills and the ability to influence others

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**REFERENCES**

- Bilal Hamzeh: compliance director at MEAB bank  
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- Doumit Kallab: head of group branch management at Byblos bank S.A.L  
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