

Hassan Sleem  
Address: Katermaya – El Chouf – Lebanon  
Mobile #:71957617  
Email: [slimhassan42@gmail.com](mailto:slimhassan42@gmail.com)

## Education

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**(2021-2024) Lebanese International University, Beirut, Lebanon**

Bachelor of Business Administration in Management Information Systems

**(2016-2019) Katermaya Public Technical Institute, Chouf, Lebanon**

Technical Baccalaureate in Hospitality Arts

## Experiences

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- **Administrative Assistant at OSMAN Private Hospital (2020-2022)**
  - Managed patient records and ensured data accuracy in the hospital's information system.
  - Assisted in coordinating schedules for medical staff and organized patient appointments.
  - Provided administrative support to the finance department, including billing and invoicing tasks.
  - Collaborated with healthcare professionals to improve patient services and streamline administrative processes.
  - Assisted in the preparation of financial reports and business presentations.
  - Collaborated with team members to complete various administrative tasks.
- **Tutor for secondary and middle school students (2018-2021)**
  - Provided one-on-one and group tutoring sessions for students in subjects including Mathematics, Science, and Arts.
  - Developed customized lesson plans tailored to each student's learning needs and academic goals.
  - Helped students improve their understanding of complex concepts, resulting in significant improvement in their academic performance.
  - Fostered a positive and encouraging learning environment, building students' confidence and enthusiasm for learning.
- **Part-Time Accountant at Barbar restaurant (2019-2020)**
  - Managed daily financial transactions, including accounts payable and receivable, for a high-volume restaurant.
  - Assisted in preparing financial statements, budgets, and cash flow reports to support management in decision-making.
  - Collaborated with the finance team to implement cost-saving initiatives and improve financial processes.

## Languages Spoken

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Advanced writing, reading, and speaking skills in: English and Arabic

## **Skills**

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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), basic knowledge of database management and business information systems
- Acquired skills in Leadership, Training, Negotiation, Public speaking, and Conflict Resolution
- Ability to lead a team, to organize all the issues, and to encourage the members to do their best to reach the aimed goals.
- Able to multitask, handle priorities and deadlines while paying attention to details.
- Able to work independently, under supervision and within a team.

## **Interests**

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- Sports: Swimming, Soccer, and Basketball.
- Reading stories and writing poems.