

HK

# HUSSEIN KASHMAR

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## SUMMARY

Results-driven professional with expertise in financial consulting, insurance claims management, and customer service, skilled in resolving complex client issues, ensuring compliance, and providing accurate data analysis.

## SKILLS

Client Relationship Management ·

Claims Processing Expertise ·

Problem Solving & Conflict Resolution ·

Team Collaboration & Time Management

## EDUCATION

### Accounting and Finance

University of sciences and arts

11/2025 - Present

## STRENGTHS

### 💎 Data Entry & Database Management

Microsoft Office Suite (Excel, Word, PowerPoint, Teams, Outlook)

## LANGUAGES

English Proficient ●●●●●

Arabic Native ●●●●●

## EXPERIENCE

### Inventory Department

05/2025 - 10/2025

#### Spinneys Head Office

- Manage inventory records and ensure accurate stock level reporting
- Coordinate with supply chain and procurement teams to streamline stock replenishment
- Monitor incoming and outgoing goods to prevent discrepancies
- Conduct periodic audits to ensure inventory accuracy and reduce shrinkage

### Tele Supporter and Analyzer

05/2024 - 04/2025

#### Comin Insurance

- Streamlined confirmation processes and followed up on leads and pending requests
- Assisted clients with inquiries and provided resolutions to their concerns
- Managed and processed customer complaints, contributing to improved customer retention

### Financial Consultant

09/2023 - 05/2024

#### SNA Insurance

- Advised clients on personalized financial strategies, including retirement planning, investments, and budgeting
- Conducted in-depth financial assessments aligned with client objectives
- Built long-term trust through transparent consultations

### Claims Adjuster and coordinator

07/2021 - 05/2023

#### Globemed Lebanon

- Processed hospital claims following Ministry of Public Health regulations
- Communicated between healthcare providers and internal teams
- Maintained accurate claim records and timely archiving

### Teacher

09/2019 - 07/2021

#### A+ Tutoring Institute & Private Tutoring

- Designed personalized lesson plans for students
- Assisted students in academic challenges through targeted guidance
- Provided performance feedback to foster growth

### Private Tutor

2019 - 2021

#### Tamayoz Institute

- Provided one-on-one tutoring for private students and homeschooled children across various subjects
- Designed customized lesson plans tailored to individual learning needs
- Helped students improve academic performance and confidence in their studies