

HASAN KASHMAR

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PROFILE

Dedicated professional with expertise in logistics service delivery, skilled in managing import processes, resolving operational issues, and maintaining high standards of accuracy and customer satisfaction.

EDUCATION

BACHELOR OF MANAGEMENT INFORMATION SYSTEMS | JUNE 2022 | LEBANESE INTERNATIONAL UNIVERSITY

BACCALAUREATE IN SOCIOLOGY AND ECONOMICS | JUNE 2019 | HUSSIEN MAKTABI HIGH SCHOOL

Experience

Intermediate Service Delivery Professional | CMA CGM | AUG 2023 - PRESENT

- Prepare and review import documentation, including commercial invoices, and bills of lading.
- Conduct audits to ensure compliance with import regulations and internal policies.
- Coordinate with internal teams, clients, and external stakeholders to gather necessary information and documentation.
- Ensure compliance with legal and regulatory requirements.

DATA ENTRY | ECA LNG | JAN 2023 – JUL 2023

- Typing and inputting data into a computer system or database.
- Maintaining and updating records in a database or system.
- Responding to inquiries from other employees or external parties regarding data
- Collaborating with other team members to coordinate work or address issues

CUSTOMER CARE | CITRUSS TV | May 2022 – NOV 2022

- Contact prospective customers by both telephone and email.
- Use product knowledge to showcase the solutions that our company can offer to prospects.
- Resolving issues and troubleshooting technical problems.
- Handling customer complaints.

HARD SKILLS

- Microsoft Excel, Google Sheets (Udemy Certification)
- QuickBooks
- P.O.\$ systems
- Windows, Mac Os, Linux
- Compass System
- Canva
- Microsoft Word, Docs

LANGUAGES

ARABIC (NATIVE); ENGLISH (ADVANCED)