

Hassan Abdulwahab Chreif

+961 81 732953

chreifhassan@gmail.com

Beirut – Haret Hreik

Professional Summary

Multilingual and detail-oriented operations professional with 15+ years of progressive experience across logistics, warehousing, administration, translation and IT. Proven ability to lead cross-functional teams, and ensure high-performance outcomes in multicultural environments. Seeking a leadership role in operations or administration to contribute strategic insight and drive organizational growth.

Education

Master in Management Information Systems (MIS)
Lebanese International University, Beirut, Lebanon

Bachelor in Management Information Systems (MIS)
Lebanese International University, Beirut, Lebanon

BT in Accounting and Computers
CIS College, Beirut, Lebanon

Freelance Experience

Freelance IT Specialist

Beirut, Lebanon 2022 – 2025

- Delivered IT solutions for small businesses and individuals, including hardware/software troubleshooting, server setup and initialization, and system upgrades
- Provided user training and software installations for productivity and security tools
- Managed data backup, recovery tasks, and performance optimization to improve client system reliability
- Built and maintained client relationships with a focus on problem-solving and timely service delivery

Professional Experience

Operations Officer – Cargo & Mail Department

Lebanese Air Transport (LAT), Beirut 2017 – 2021

- Managed day-to-day cargo operations, optimizing workflows and ensuring compliance with international aviation and customs standards
- Collaborated with airlines, logistics partners, and government agencies to ensure seamless cargo movement
- Improved departmental efficiency by implementing process enhancements

Site Administrator – Kempinski Hotel Project

Almahdoud–Alsaad General Contracting, Jeddah, Saudi Arabia Aug 2014 – Mar 2017

- Coordinated project documentation, procurement, and supplier communications for a major hotel development
- Maintained site records, payroll, timesheets, and inventory controls

Warehouse Supervisor – KAIA Project

VISION NETWORKS – Saudi Binladin Group, Jeddah, Saudi Arabia Nov 2012 – Jul 2014

- Led warehousing for the King Abdulaziz International Airport expansion at Vision Networks
- Oversaw inventory systems, dispatch logistics, and safety protocols

Researcher & Translator

NanoMedia LTD., Beirut Feb 2012 – Oct 2012

- Translated English/Arabic content and provided research for corporate media publications

Warehouse Supervisor / Inventory Controller

Groupe Congo Future – ATCOM SPRL, Kinshasa, DR Congo Apr 2011 – Jan 2012

- Monitored warehouse stocks and reduced loss rates through systematic stock control

Casual Translator

Office of the Sworn Translator Samar Hamdar, Beirut Oct 2007 – Dec 2010

- Translated documents in Arabic and English

Warehouse System Administrator

BHV – Monoprix, Beirut Apr 2005 – Aug 2007

- Managed warehouse data systems, stock coordination, and daily reporting

Technical Skills

- Microsoft Office Suite: Excel, Access, Word, PowerPoint
- Hardware & Software Troubleshooting
- Web Research & Data Entry
- Server Setup, VM, Security, Backup and restore

Languages

- Arabic: Native
- English: Fluent
- French: Intermediate