|  |
| --- |
| Hassan Kaddouh |
| Salim Slam , Beirut, Lebanon  Phone: 0096170623831  h.kdouh\_91@hotmail.com |

**EDUCATION**    
10/14 – Present **Lebanese International University**, Beirut, Lebanon

B.S., Bachelor of Banking and Finance   
(Expected Graduation date: Fall 2017)

10/10 – 6/14 **Lebanese University**, Beirut, Lebanon

Undergraduate Accounting and Auditing

9/07 – 6/10 **Saint Georges School**, Tebnine, Lebanon

Lebanese Baccalaureate Part II, General Sciences

(Graduation date: Summer 2010)

**EXPERIENCE**

02/16–Present **Lancaster Tamar, Accounts Receivable,** responsible of collecting the revenue from

Accounts (travel agencies, companies, NGO’S …) ,make sure to have all covering

And related documents before sending invoices and check the rates, make sure

Make sure that all payments are posted properly on the system, and are

Deposited in our bank account (visa, Amex, Master card, cash payments …)

Make sure to have a well A/R aging by following up with all A/R accounts.

10/15– 01/16 **Lancaster Plaza Beirut,** **Accounts payable**, entering all invoices to the system and

Prepare payments for suppliers and reconcile accounts with suppliers, make sure

That all invoices are well entered and allocated in order to have a healthy P&L,

Maintain a good A/P aging to be on time in preparing payments.

10/14 – 10/15 **Lancaster Plaza Beirut, General Cashier,** Beirut, Lebanon

Audit the cash drops of all cashiers and receptionist in the hotel and enter the amount of money to the system in order to finish the general cashier dailies and sent the amounts of money to the bank

07/11 –05/14 **Phoenicia Intercontinental Hotel, Cashier,** Beirut, Lebanon

Controlled guests’ cars by using micros and QMS programs

Charged tickets on QMS system, and extracted full reports from it,

Link QMS reports with Micros reports to close the car tickets either on cash basis,

City ledger, Room Charge

**Phoenicia Intercontinental Hotels, Night Audit,** Beirut, Lebanon

Make sure that all invoices where properly allocated, reconcile the end of day reports (visa, Amex, master card, room rates …), close the daily hotel accounting operation, and prepare the end of day report to send them to finance department.

10/10 – 06/11 **Gefinor Rotana Hotel and Resort, Security Shift Leader,** Beirut, Lebanon

In charge of all hotel patrols, covering two buildings, basements and stores

Helped guests in controlling the lost and founds

Made spot checks on employees

Monitored hotel cameras from control room (CCTV)

Coordinated with government security forces during special hotel events

**SUMMARY SKILLS Computer Skills**

Proficient in Sun System, Micros and Opera systems

Skilled with Microsoft Office

**Languages**

Fluent in Arabic, English and French

**Soft Skills**

Strong analytical and problem-solving skill

**ACCOMPLISHMENTS**

Member, Lebanese Red Cross, Fall 2006 to Fall 2007

**INTRESTS**

**AND PERSONAL  
ACTIVITIES Sports**

Jogging, Swimming

**Cultural**

Reading

**NATIONALITY**

Lebanese