**Address:** Jieh, Kassouba Street, Menchiet saadiet

**Marital Status:** Engaged

**DOB**: 05/08/1991

**E-mail:** hassan.badrashani@hotmail.com

**Mobile:** +961-71 21 15 96

**OBJECTIVE:** Challenging position in a well-known firm, which meets my education.

**EDUCATION:**

### Arts, Sciences and Technology University in Lebanon (AUL) 2012 *– 2016*

### MIS

###

### American University of science and technology (AUST) 2010 *– 2012*

### Computer Science

### Abdel Al-Hadi Al-Debes Institute 2007-2010

### BT3 IT

###

**WORK EXPERIENCE:**

*September 2013 – present* **CONCORD – Lematic sal., Beirut, Lebanon**

**Position:** Manager Assistant

Responsible for:

* *Proforma: Quotation for a specific product requested by the client with some general conditions,*
* *Price List: A list of our products shows price with some specifications for each country,*
* *Shipping documents: Paper needed to ship any products (Commercial invoice, packing list, Certificate of origin…),*
* *Product Specifications: A detailed technical specification of a product that any client ask for,*
* *T/T: Transfers,*
* *Bayan and B/L Follow up.*

*June 2012 – September 2013* **CONCORD – Lematic sal., Beirut, Lebanon**

**Position:** Accountant

Responsible for:

* *Fixed assets,*
* *Bank Reconciliation.*

*July 2010 – June 2012* **CONCORD – Lematic sal., Beirut, Lebanon**

**Position:** *document controller*

* *Filing: Archive hard copies for documents,*
* *Office assistant,*
* *Order Control.*

*August 2016 –* **Omega Software, Beirut, Lebanon**

**Position:** *IT support*

**COMMUNITY INVOLVEMENT:**

* Muslim’s scout

**LANGUAGES:**

* English (Good)
* French (Good)
* Arabic (Mother Tongue )

**COMPUTER SKILLS:** Word, Excel, PowerPoint, Access, Omega Software, QlikView (business intelligence), Photoshop, CorelDraw, SQL EasyPHP, Outlook, web development (Microsoft course), Adobe Dreamweaver (HTML5, CSS, JavaScript, JQuery, PHP), ERP (Microsoft Dynamics nav, Microsoft Dynamics CRM) , inflow, hardware maintenance, PC Assembly, networking, social media and internet browsing.