

RANA EL BOUKHARI

MAIN OBJECTIVE

Naturally passionate about International Business Management, Marketing, Business Development and Mass communication. Currently committed to my personal mission statement to buildup my academic knowledge and sharpen my technical and soft skills. Hence, looking for a full time job in a reputable company and get exposed to the latest concept and tools.

CAREER HIGHLIGHTS

- Managed the recruitment in 5 countries (Regional, Lebanon, Dubai, Cyprus and Kenya) and shadowed the Group Talent Acquisition Manager on 8 other countries globally (UAE, Qatar, Kuwait, KSA, Bahrain, Oman, Jordan, and Algeria)
- Developed professional relationships with Universities, agencies, and NGOs.
- Lead the Talent Acquisition Team for 3 months (transition period)
- Took part on the project implementation of the On-boarding program for back office and shop employees
- Worked on the brand image and culture fit for fashion and accessories brands (e.g. Boggi Milano, Missguided, Pull and Bear, etc.)

CONTACT DETAILS

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ACADEMIC BACKGROUND

LEBANESE AMERICAN UNIVERSITY

BS in International Business | 2017

GPA 3.6, Graduated on Distinction list

INTERNATIONAL SCHOOL OF CHOUEIFAT

Class of 2014 | Sociology and Economics

GPA: 3.5

CAREER SUMMARY

AZADEA GROUP SARL

Junior Talent Acquisition Specialist | October 2017- Present

- Liaise with line managers to ensure a full understanding of their requirements and preferences, as well as interview and select applicants who meet the specified criteria for the position as per the set company policy
- Develop recruitment plans based on staffing needs and select most appropriate recruitment methods to source candidates
- Suggest improvements to the recruitment life-cycle in order to ensure efficiency in sourcing candidates
- Identify opportunities for recruitment campaigns; plan, communicate and drive them upon approval
- Create and implement automated statistical reports as requested in order to ensure proper staffing analysis and recruitment process monitoring

ANTS BEIRUT

Social Media Manager | July 2018 - Present

- Manage and organize the social media page (Instagram and Facebook)
- Arrange photo shoots to photograph the clothing and jewelry collections
- Model for the brand image of the shop
- Assist the staff in big occasions and garage sales

PROMPT STEEL BUILDING AND CONTRACTING LLC

Internship | Dec 2016- Jan 2017

Rotated around the Engineering, Accounting, Procurement and Administration Departments

THE J'S URBAN DINER

Internship | Aug - Dec 2016

- Assisted in the organization of the opening event
- Managed the marketing campaign including social media and direct marketing
- Handled the follow up of customer relations including customer feedback
- Launched the slider campaign

VII Management SARL

Internship| Marketing and Social Media Development

- Helped organize, manage, and promote Layali Beirut
- Managed the social media page

INTERESTS

Sacred Geometry, Yoga, Camping, Meditations, Hiking, Reading, Photography, Astronomy, and Music