



# KAYAN HAMID BRAISH

RECRUITMENT AND ADMINISTRATIVE COORDINATOR

## Personal Data

**Address:**

Ain Qani, Shouf-Lebanon

**Marital Status:**

Single

**Gender:**

Female

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## Skills

• **Marketing Strategies**

Through my senior project I used to put new market strategies for COOP hypermarket which help in improving the growth and expand in the Lebanese market as well help me realize market needs and use alternative strategy when needed.

• **Corporate Communications**

Confident verbal and written communication skills as demonstrated delivering needed information to our clients and candidates.  
Provide the manager with performance reports on a weekly basis.

• **Research**

Experienced in using research to reach specific candidates in order to submit their applications for the required positions

## OBJECTIVE

Seeking for challenging career opportunities which will help me utilize my academic background, improve my professional skills and widen my horizons so that I can prove myself as a competent employee and contribute to the growth of your reputable organization.

## PROFESSIONAL EXPERIENCE

**June 2015 - Present**

**Blue Bead Recruitment Agency (BBRA) -Mar Elias, Beirut**  
*Recruitment Coordinator*

- Analyze client recruitment needs, set job descriptions when needed.
- Advertise vacancies by drafting and place adverts in a wide range of media.
- Attract candidates and build relationships with them and the employers too.
- Headhunt (Identify and approach suitable candidate who may already be in work).
- Provide career guidance to candidates.
- Prepare the suitable applicants' CVs and forward them to clients as per the requested vacancies.
- Conduct and organize interviews for candidates as requested by clients and provide assessment.
- Inform candidates about the results of their interviews.

**Achievements:**

- Prove myself as successful public relation person
- Build a friendly relationship with candidates and clients
- Apply the right person for the right job
- Suggest and implement new ideas to attract professional and specific candidates in order to applying for a specific senior position.
- Able to take on more responsibilities, do different tasks and do more at work.

**Sep. 2012 - May 2015**

**The Ladies Club (TLC) Gym –Fitness club for ladies -Ain Qani, Al Chouf**  
*Administrator*

- Control financial and business Management
- Plan and organize Public Relations and Customers' Relation
- Initiate purchasing requisitions
- Track and process asset inventory

**Achievements:**

- Improve the accuracy of budget forecasts.
- Establish good working relationships with customers

- **Ask Too Many Questions**

Asking too many questions to know how things work and how I can improve my work as well myself before taking any initiative.

Trying to observe everything going on around me as much as I can give birth to new ideas and ways to contribute to the growth of the organization more and more.

- **Teamwork & collaboration**

Accustomed to working in groups during academic projects and in my workplace.

### Technology

**Excellent in all Microsoft Office:**  
Excel, Word, PowerPoint

**Excellent in MIS:**  
HTML and Database

### Languages

**Arabic:**  
Mother Language

**English:**  
Excellent

### References

**Are available upon request**

- Develop new quality standards for better quality performance and reliability
- Identify and utilize a variety of learning materials and resources methods such as: Train my weaknesses, motivate clients in order to support & improve their achievements

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## Training Certificates

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**July 2012**

**One month-Training certificate from Credit Libanais Bank, Khaldeh branch-Lebanon.**

- Open new customers' documents
- Establish customers' files in the computerized accounting system
- Administrate benefit entitlements
- Maintain financial files (personal loans, car loans, home loans, etc...)
- Maintain customers' records by updating account information
- Control and track funds movement and application toward loans.

**Nov. 19-2014**

**Forecasting and Budgeting Workshop- Training certificate from Morgan International.**

- Learn the objectives and techniques of budgeting & forecasting
- Learn the Dos and Don'ts of budgeting & forecasting
- Recognize budgeting & forecasting as part of the company's vision & strategic goals
- Identify & explain the interrelationship among the budget component
- Update forecasts for actual results and evaluate actual results against forecasts
- Learn how to monitor, report and make decisions based on forecasts
- Use budgeting as a performance measurement tool.

**Feb. 13, 2018**

**Financial Analysis Workshop- Training certificate from Morgan International.**

- Learn the objectives and techniques of financial analysis
- Learn the who, what, when, why and how we do the financial analysis.
- Define the financial statements and the three major statements (Income, Cash flow & Quality of financial statements)
- Develop the financial analysis skills (Soft & Technical Skills)
- Perform a financial analysis on any organization using a wide variety ratios derived from its financial statements
- Analyze, Expect and Compare the analysis with results.

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## EDUCATION

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**2010 – 2013**

**Islamic University Of Lebanon -Khaldeh Branch, Lebanon  
Bachelor of Business Administration**

- **Major:** Management
- **Senior project:** “*Business Plan of COOP Hypermarket*”