

Diana Hamadeh

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PROFILE SUMMARY

I am a professional with more than 14 years of experience in the corporate support functions spanning administrative support, HR support, and legal support. I have gained most of my experience working with Al-Iktissad Wal-Aamal Group for 8 years before moving to the NGO industry to work for around 3 years with Save the Children International.

PROFESSIONAL EXPERIENCE

- **Jan 2018 – June 2018: Education Assistant at save the children International - Limited Contract**
 - Finalize operational work plans, understand clear targets and activity plans per school, remedial class and accelerated learning program.
 - Liaise on a daily basis with partners, communities, school, Save the Children area manager and supervisor to guarantee the smooth operation of the program.
 - Work directly in the field with children, families and other stakeholders of the project location, and provide information and advice for beneficiaries on existing social services.
 - Identify low-high risk cases and refer them to case management.
- **Jan 2015 – September 2017: Administrative Officer at Save the Children International.**
 - Provide administrative and Logistics support for all SCI staff.
 - Allocate, prepare and monitor budgets, through creating lists of actual and future expenditures – Monitoring expenses.
 - Coordinate specified administrative activities across multiple organizational departments and within LCO national office and sub-offices.
 - Update PDI “Pre Departure Information” and facilitate travel arrangement from and to the country including reservation of flights, taxi and accommodation for visitors and workshop participants; visa applications.
 - Arrange hospitality and purchasing supplies to ensure the smooth running of the organization on a day-to-day and as required basis.
 - Ensure that all utilities and running costs of the office and save the children premises are received and paid in a timely manner
 - Coordinate with the finance department on all invoices and payments
 - Prepare along with logistics team PRs, POs and bid analysis
 - Assist staff in providing travel support in terms of booking and procuring certain services such as lodging and other travel related matters.
 - Prepare Regular Admin related reports.
 - Update office policies when needed.
 - Maintain contact Lists.
 - Insure operations of equipments by completing preventive maintenance requirements.
 - Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
 - Cover the reception desk when required.
 - Handle sensitive information in a confidential manner.
 - Greet and assist visitors to the office.
 - Develop and update administrative systems to make them more efficient.
- **2010 till Dec 2014: Legal and Human resources Departments at Al - Iktissad Wal - Aamal Group**

As of 2010 and on top of my duties in the legal department, I took on the below responsibilities in the human resources office:

 - Manage with all Employee files.

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- Handle all insurance tasks.
 - Determine staffing numbers, skills and needs to meet the organization's objectives
 - Analyze the skills and qualities required for each particular job
 - Maintain the personal records of employees on matters such as wages, superannuation, leave and training, and prepare associated management reports
 - Arrange staff training
 - Use management information systems to record, maintain, plan and manage the organization's human resources
 - Assist employees on work matters, personal problems and industrial matters
 - Organize employee welfare services such as health and wellbeing programs , superannuation and social activities
 - Maintain the National Social Security Fund of all employees.
- **2008 2010: Legal Department at Al - Iktissad Wal - Aamal Group – Legal Advisor Personal Assistant**
- Follow up on all the company legal files.
 - Arrange elections for new board members.
 - Maintain a database of global subsidiary information.
 - Assist with annual meeting of stockholders.
 - Complete annual filings for domestic subsidiaries.
 - Assist Legal Advisor with preparation for board and committee meetings.
 - Work with various business groups in the company.
 - Prepare draft correspondence and assisting with the administration of the company's Legal Requirements
- **2006 2008: Data Bank Department at Al - Iktissad Wal - Aamal Group.**
- Generate analytical reports.
 - Set adjustments according to results achieved.
 - Collect data for all upcoming conventions and conferences
 - Distribute data in which conferences are based on.
 - Prepare and organize synopsis and registrations for all conferences.
- **2005 2006: Administrative Assistant at Chouf National College**
- Meet and interact with public and employees in routine situations.
 - Sort, classify and manage records in addition to incoming mail for efficient disbursement.
 - Conform to district policy regarding attendance and absences.
- **2003 2005: Training in Law Office**
- Prepare and process legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.
- Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials
 - Schedule and make appointments.
 - Make photocopies of correspondence, documents, and other printed matter.
 - Organize and maintain law libraries, documents, and case files.

KEY SKILLS AND COMPETENCIES

- Proactive and efficient on duties and a strong team player.
- Gaining staff trust by defending their cause while enforcing management policies.
- Well organized and dedicated for continuous improvement.
- Fair and a strong team player.

EDUCATION

- 2002 Lebanese University of Beirut, Law - BA
- 1998 Chouf National Collage, Lebanese baccalaureate, philosophy section

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TRAININGS

- PSS (safety and security) training (disasterready)
- Early Literacy and Math training (Save the Children)
- IDELA training (Save the Children)

LANGUAGES

- Arabic Read Write Speak
- English Read Write Speak

COMPUTER KNOWLEDGE

- Microsoft Office

REFERENCES

- Daoud Soboh: Partner at Crowe Horwath Abu chakra for Auditing / Legal Advisor at AL Iktissad Wal Aamal Group.
- Nadia Mohamad: Deputy Area Manager at save the children.
- Carine Maamari: HR coordinator at save the children.

PERSONAL INFORMATION

- **Marital Status:** Single
- **Natoinality:** Lebanese
- **Date of Birth:** January 8, 1978
- **Place of Birth:** Baakline, El Shouf – Lebanon