

# Sabine Nehme

[sabinenehme20@gmail.com](mailto:sabinenehme20@gmail.com)

Date of birth: 08/08/1996

Marital status: Single

Tel: +96171989550

Zone Rouge • Naccache • Mount Lebanon • Lebanon

Ambitious 23 years old who has completed her coursework in Business Management in Lebanon, before moving on to her MSc. in Management and Human Resources in Bournemouth, England, and officially graduating in November 2019. Possesses strong interpersonal skills and a desire for a well accomplished career.

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## KEY SKILLS

### Soft Skills

- Quick learner, detail Oriented
- Excellent Communication skills
- Critical Thinker
- Active Team Member

### Computer Skills

- Proficiency in MS Office, focusing on Excel, word and PowerPoint, as well as basic SPSS

### Languages

- Proficient skills in English, French and Arabic

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## EDUCATION

- **September 2018: Bournemouth University, Faculty of Management – England, Dorset**

MSc. In Management and Human Resources

Business Management Track

Expected Graduation Date: November 2019

Researched the perceived job stress and work-life balance among Lebanese employees.

The program is AACSB accredited. This accreditation process relates to assessment and is called ‘Assurance of Learning’ (AOL). It revolves around 4 key objectives. The graduates will be effective communicators, prepared for professional employment in the global context, and will have advanced researcher competencies, as well as specialist subject knowledge and understanding in their chosen field. Finally, they will understand the importance of behaving ethically in their chosen discipline.

- **Fall 2017 - June 2018: Lebanese University – Faculty of Economic Sciences & Business Administration – Achrafiye, Lebanon**

Master 1 in Management

Business Management Track

- **2014 - 2017: Lebanese University – Faculty of Economic Sciences & Business Administration – Achrafiye, Lebanon**

Bachelor of Business Administration

Business Management Track

Graduation Date: June 2017

Worked on a research concerning the interrelationship of the working hours on the employee's motivation and behavior in a Lebanese company

- **2001 - 2014: Ecole Saint Georges, Bsalim – Bsalim, Lebanon**

Lebanese Baccalaureate – Sciences Economiques (Economic Sciences)

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## PROFESSIONAL EXPERIENCE

### **JUNE 2017 – SEPTEMBER 2017: Blueprint –Sodeco, Lebanon**

Helped creating an HR department for the firm, my top duties were:

- Maintaining employee's files and attendance
- Calculating the working hours and overtime
- Contributing to the monthly payroll

### **SEPTEMBER 2016: FRANSABANK SAL – Jal El Dib, Lebanon**

One-month internship program that focused mainly on:

- Operational Section: Cash deposit and withdrawals; Checks operations; Inward and outward transfers; Forex transactions and Payment of bills.
- Commercial Section: Opening accounts; Plastic cards/Banc assurance products/Call center; Consumer and housing loans, Letters of guarantees and Commercial loans

### **MARCH 2016 – JUNE 2016: Abela Delices – Achrafiye, Lebanon**

Iterated between the following departments:

- Cost Control
- Accounting
- Human Resources

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## INTERESTS AND ACTIVITIES

### **Events Participation and continual professional developments:**

- 2013: Delegate at GC LAU Model United Nations – Represented Slovakia in the WHO committee.
- 2019: Attended two CIPD events (Bournemouth, Poole and District Group) held at Bournemouth university: The first was about Employment Law update, and the second one was about creating a flexible workforce.

### **Summer Jobs**

- Summer of 2015 & 2016: Worked at “Colonie Enfants Du Soleil” for 2 summers in a row as part of the team “class petite (CP)” that was responsible for kids between the ages of 2 to 4.

### **Hobbies**

- Reading Books
- Badminton

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## SPECIAL COURSES

- ✓ Operational and research management
- ✓ International human resource management
- ✓ Decision-Making and Leadership
- ✓ People resourcing and development
- ✓ E-management/marketing

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## REFERENCES

Available upon request.