

Santa Jihad Haidar

Personal Information

Phone Number: 961-71-870984

Nationality: Lebanese

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Date & place of Birth: 30/05/1996 / Fih - El Koura
Lebanon

Education

University of Balamand

Sept 2017- May 2019

Master of Business Administration (MBA) - Concentration in Marketing

University of Balamand

Sept 2014- August 2017

Bachelor in Business Administration (BBA) - Concentration in Management

Experience

CC Staffing International - Lebanon

March 2018 – April 2019

Recruitment Administrator

Responsibilities:

- Understand the client requirement and source CVS through job portals (Monster gulf.com,LinkedIn...)
- Write and place advertisements on internal job boards and external recruitment job sites
- Conduct preliminary interview with the candidates and make sure that they are a good fit before the technical interview
- Select the best candidates and schedule interviews with the hiring manager
- Communicate with interested candidates to gather all needed information
- Help in addressing candidates questions on cost living/client/projects
- Prepare CVS in company's defined format
- Follow-up and update the database/pipeline for every step in the recruitment process
- Ensure that the highest standards of confidentiality are maintained concerning client and candidate information

University of Balamand - Faculty of Business & Management

Sept 2017 – Feb 2018

Research Assistant

Responsibilities:

- Research and collect articles and data through complex techniques and procedures, library databases as well as other databases
- Write and edit materials for publication and presentation

- Meet with the faculty member responsible of this research on a regular basis to maintain ongoing communication regarding the quality of the work done

Internship – Monla Hospital

Mid December 2016 – Mid January 2017

Human Resources and Marketing Department Intern

Responsibilities:

- Organize employees' files and add new documents to their files concerning the training, the competency test, the sick leave and many more
- Enter employee's information on the system(sick leave, PA report , the training session, the disciplinary action report, enter new applicants and all the information needed and how to extract these information
- Work with the Payroll clerk and learn how to count the working hours of every employee, hence determining its wage.
- Help the marketing coordinator in managing the social media accounts of the Hospital
- Create videos specifically to a meaningful event, which can be used as a marketing campaign for an important date for patients (world's diabetes day for example, Breast cancer awareness...)
- Prepare events related to the hospital
- Post tips on social media as posts to teach people how to take care of their Health

University of Balamand – Faculty of Business & Management

2014 - 2017

Student Worker- Dean's Office

Responsibilities:

- Filing
- Communicate with new applicants and university students as well as instructors and parents
- Manage and respond to phone calls

Skills

- Communication and Negotiation Skills
- Leadership and Social Communication Skills
- Fast learner and easily adaptable to changing situations

Computer Skills: Microsoft Word, Excel, Power Point

Languages: Arabic (Native)

English, French (Fluent)
