

Jessica El Hajj

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Education

Notre Dame University, Zouk Mosbeh, Lebanon

Bachelor of Business Administration – Human Resource Management

September 2016 – June 2019

Antonine Sisters' School – Mar Elias, Ghazir, Lebanon

Lebanese Baccalaureate in Sociology and Economics

2001 – June 2016

Work Experience

SABIS® Educational Services, Adma, Lebanon

HR Freelancer in SAGA & Recruitment Departments

March 2020 – April 9, 2020

- Searched for universities, majors, and registration deadlines
- Updated students' information on the system
- Saved students' university applications & application receipts
- Accepted/rejected students' requests to enter the SAGA system
- Searched for good online job websites specific to every country
- Posted job ads on websites
- Screened CVs posted either on websites or on SabisCareers
- Headhunted potential candidates through random online CV postings

“Doors” After School Study Center, Ballouneh, Lebanon

English Teacher

January 2018 – June 2019

- Helped students succeed in English
- Encouraged students to be independent and taught them how to study on their own
- Maintained interactive teaching during class to engage the students and help them learn better the material

IOCC Nutrition Summer Camp, Sin El Fil, Lebanon

Team Leader

July 2017, July 2018, & July 2019

- Monitored a group of kids
- Reminded kids of the importance of hygiene and nutrition
- Focused on social values

Internship

Boecker, Ein El Remeneh, Lebanon

HR Intern

June 2018

- Maintained an effective employee record management for the employees
- Scheduled appointments with selected candidates
- Assisted in recruitment process by conducting interviews to all potential candidates (Entry levels, Interns and Technicians) and communicating feedback to Hiring Managers
- Prepared employment offers to selected candidates in coordination with the Legal Unit and submit to direct manager for final review and signature
- Assisted in conducting Boecker® Orientation and Onboarding program for all new joiners
- Coordinated with training providers to ensure proper delivery of training to individuals or groups of employees
- Followed up on daily attendance, late arrivals, absence, etc.
- Ensured back up in the payroll preparation by maintaining time keeping records and payroll information including leave records, payroll deductions, overtime, etc.

- Assisted in handling insurance matters for all the employees & follow up with the insurance company
- Prepared salary certificates
- Managed taxes reports (R3/R4)

Extracurricular Activities and Achievements

- Scout du Liban Association November 2011 – Present
 - Active member and chief May 2016 – Present
 - Responsible in engaging 8 to 12-year-old boys in recreational, educational activities, and summer camps.
- MFI certificate in Excellence in Administrative Support September 2017
- Red Cross Certificate in First Aid May 2014
- Interests: Travelling, Camping, Hiking, Watching Series, Listening to Music

Skills

- Languages: Fluent in English, Arabic, and French
- Computer Literacy: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, V-big

Reference

- Cynthia Daoud – HR Generalist, Hikma Pharmaceuticals, Lebanon +961 76588567