



Contact Information



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Beirut, Lebanon



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Education

*Bachelor of Business
Administration*

Emphasis Human Resources

Sagesse University - 2018

Languages

English _____ Native

Arabic _____ Native

Skills

Human Resources ☒ ☒ ☒

Reporting ☒ ☐ ☐

Client Relations ☒ ☒ ☐

Recruitment ☒ ☒ ☒

Sandy Akkaoui

Human Resources Specialist

Professional Experience

MINDFREE CONSULTING

Dec 2018-Present

Recruitment Consultant

Key Responsibilities:

- Communicate with clients to get a clear view on their hiring needs and organizational goals
- Research into clients company
- Communicate with clients to determine their hiring needs
- Develop and implement strategies based on clients' needs
- Research into competitors and market place
- Define job description and document specifications
- Identify prospective candidates using a variety of channels
- Create a candidate persona for each open position
- Conduct confidential interviews
- Follow-up references and check credits
- Present shortlisted candidates and detailed profile summaries

Shakespeare & Co.

Jun 2015-May 2016

Human Resources Assistant

Key Responsibilities:

- Welcomes new employees to the organization by conducting orientation.
- Maintains employee information by entering and updating employment and status-change data.
- Provides payroll information by collecting time and attendance records.
- Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages and maintaining equipment.

