
PROFESSIONAL SUMMARY

I graduated with a Bachelor Degree in Human Resources management and currently perusing a Master's Degree in HRM. I'm a fast learner that makes sure on improving herself and becoming an HR Generalist. In addition, I have demonstrated efficient work especially when working as an HR associate as a volunteer for an international organization.

EDUCATION

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| AUB, Beirut, Lebanon Master degree in Human resource management | August 2020- Present |
| AUB, Beirut, Lebanon Bachelor degree in Business Administration HR Concentration | August 2017-May 2020 |
| National Protestant College, Kfarchima, Lebanon Baccalaureate in Sociology and Economics | July 2017 |

EXPERIENCE

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| IOM, Greece Online Recruitment Associate <ul style="list-style-type: none">Screened 300 CVs weekly for 5 different projectsConducted interviews with international candidatesParticipated in the selection process of Candidates | September 2020-November 2020 |
| BLOM Bank, Choueifat, Lebanon Intern <ul style="list-style-type: none">Assisted tellers with various tasksHelped CSOs with filling out applications and following up with customersLearned about the compliance section in a bank | June 2019 –August 2019 |
| Veromoda, Beirut, Lebanon Sales trainee <ul style="list-style-type: none">Gained experience about customer service in the fashion industryAssisted customers through their shopping experienceBuilt communication skills by interacting with different branches, employees, and customers | June 2017-August 2017 |

WORKSHOPS AND CERTIFICATIONS

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| Business Communication Skills workshop, Beirut, Lebanon <ul style="list-style-type: none">Helps in gaining communication and cultural skills needed at a typical work environment | September 2018-December 2018 |
| Strategic Career Planning Workshop, Beirut, Lebanon <ul style="list-style-type: none">Designed to build awareness of changing career patterns and major personal and professional influences that impact future careers | February 2019-March 2019 |
| Developing Business Plans Workshop, Beirut, Lebanon <ul style="list-style-type: none">Focuses on starting a new business from inception and passing through the stages of feasibility study, launching, and operating | February 2020-March 2020 |

SUMMARY SKILLS

Languages: Arabic (native), English (fluent), and French (beginner).
Computer skills: Excel, Word, PowerPoint, outlook
Soft skills: Leadership, Teamwork, Time management, hard worker, ability to work under pressure, creativity
Interests: Law, Sports, Fashion