

Farida Hamieh

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Professional Profile

A motivated and committed Bachelor in Business Administration student, with a focus on **Human Resource Management**. I have a sound understanding of the general business skills that are needed to be part of a professional organization. I possess problem solving and planning skills that allow me to deliver high quality work and to ensure smooth operations.

Education and Qualifications

Bachelor of Business Administration Rafik Hariri University June 2018
In Human Resource Management GPA: 87.66%

Lebanese Baccalaureate in Life Science Al Makassed Omar Ben Al Khattab School (2015)

Experience

June 2018 – To date

Human Resource Officer at Medischool

- Administer Medischool's payroll and attendance system
- Assist in operations like absences, deductions, and leaves
- Handling employee replacements and compensation schedules
- Supervise, follow up, and delegate tasks among employees
- Source and interview candidates to ensure proper fit with company requirements
- Complete and update employee records
- Organize training sessions
- Conduct meeting with administrative support officers and coordinators
- Prepare, review, and update job descriptions, performance appraisals, and surveys
- Receive, transfer, and effectively handle employee requests and complaints
- Create, communicate, and implement policies and procedures
- Draft employee letters, company memos and correspondence

May 2017 – May 2018

Human Resource Assistant at Rafik Hariri University

- Collect and file time and attendance records
- Maintain employee records and information
- Provide secretarial support by printing and entering employee information
- Conserve office equipment and supplies
- Keep employee and human resource information confidential

January 2016 – April 2017

Student Affairs Assistant at Rafik Hariri University

- Organize students' information, applications, and petitions
- Rewrite policies in the students' handbook
- Plan for university events and festivals
- Design surveys to be distributed
- Data Entry

Peer Reviewed Journal Publications

- Mozahem, N.A., Ghanem, C.M., Hamieh, F.K., & Shoujaa, R.E. (2019). Women in engineering: A qualitative investigation of the contextual supports and barriers to their career choice. Women's Studies International Forum, 74C (2019): 127-136. <https://doi.org/10.1016/j.wsif.2019.03.014>

Academic Awards and Scholarships

- Dean's Honor List: Fall and Spring 2017-2018
- Dean's Honor List: Fall and Spring 2016-2017
- Dean's Honor List: Spring 2015-2016
- 50% scholarship for Academic years 2015-2018 at Rafik Hariri University
- 30% Model United Nations diplomacy award scholarship at Lebanese American University for academic year 2012-2013

Extra-Curricular activities

- 2017-2018: Valedictorian of the 2018-2019 Graduation Ceremony at Rafik Hariri University
- 2017-2018: President of the Student Representative Committee (SRC) at Rafik Hariri University
- 2015-2016: Secretary of the Management Society and Member in the Public Speaking club at Rafik Hariri University

Forums Attended

- The 6th CSR LEBANON FORUM: How Social Impact Influences Corporate Success on October 27th, 2016
- "منتدى المال والعمال" استعادة الثقة: السهل الممتنع" on April 11th, 2017
- NAWF Women Entrepreneurs on April 12th, 2017
- The New Electoral law and the Upcoming Parliamentary Elections discussion on December 13th, 2017

Workshops Attended

- Attended the first Human Resources workshop at RHU on November 27th 2015
- Attended Toastmasters International Public Speaking workshop at RHU on November 24th 2015
- Attended the second HR workshop "Building an HR department from Scratch", at RHU on April 1st 2016
- Attended the Professional Skills Development Program by "INJAZ Lebanon" on February, 2017
- Attended the Time Management workshop offered by the HR team at Phoenicia Hotel on November 10th 2017

Languages

- Fluent in Arabic (Native Language)
- Fluent in English (Written and Spoken)

Key I.T. Skills

- Microsoft Office (Excel, PowerPoint, Word)

Business Related Skills

- Time Management
- Multitasking
- Communication and Presentation
- Adaptability and Teamwork

REREFERENCES AND RECOMMENDATIONS ARE AVAILABLE ON REQUEST