

Reem A. Sharrouf

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PERSONAL SUMMARY

A competent and organized person who is able to work as part of team and manage several priorities at one time. Has positive attitude and strong work ethics, and a keen desire to learn and grow within a firm. Understand importance of HR department to any organization and ready for extensive focus to achieve job responsibilities efficiently and accurately.

OBJECTIVE

Seeking HR position to apply my knowledge of HR principles and utilize my enthusiasm, dedication and fast learning to support HR department.

PROFESSIONAL EXPERIENCE

Human Resources Officer - Hamra Shopping & Trading Company March 2017 – September 2020

- Assist in payroll (attendance, leaves, deductions, etc..), compensation and benefits
- Handle the training coordination process including: dates, attendees, training material, certificates, assessment forms, filing, etc.
- Assist in recruitment process from screening to phone interviews
- Process employee pre-employment paperwork and create and maintain workers files, prepare and maintain documents in compliance with relevant legislations
- Prepare employment letters ,visa and banks requested documents
- Assist in all administrative tasks related to cash payments, legalized resignations at the notary public, preparing budgets, etc...
- Prepare insurance claims and coordinate with the insurance company
- Coordinate company events for employees including budgets
- Coordinate employee rotations between branches and visit shops and supervise staff in peak periods to ensure smooth business operation

Loan Department at LAU

2013 – 2014

- Conducted phone calls and meetings to followed up on due loan payments
- Maintained department files and records.

EDUCATION & CERTIFICATIONS

LAU – Lebanese American University

2013-2017

Bachelor Degree in Business Management

Major Courses; Human Resources Management, Project Management, Strategic Planning & Organizational Behavior

TECHNICAL & BEHAVIORAL SKILLS

- Ability to pick up new skills and knowledge quickly;
- Knowledge of HR policies and procedures and HR system;
- Good communication skills; conflict management and problem-solving skills;

- Ability to organize and priorities workload within any setting;
- Positive “can do” attitude towards work;
- Handling all confidential information in a professional manner;

TRAININGS

- RoadMap To HR Success – BCA International
- 2019 Human Resources Forum – Lebanese American university

30-3-2019

04-4-2019

LANGUAGES

Arabic– Mother tongue

English – Excellent reading, writing and speaking

REFERENCES

Provided upon request