

# **Dalal Dahr**

**Address 1: Mount Lebanon - Tabarja - Mashrouh El Marouny**

**Address 2: Beirut - Mar Elias - Wazzan Building**

**Phone: +961 (70) 683355    Email: Dalal.dahr@gmail.com**

## **EXPERIENCE**

### **HR INTERNSHIP @ ICC-SAL**

#### ***Beirut***

10/06/2019 – 05/11/2019

- Provide feedback for process improvements
- Create official HR documents (employment contracts, exit documents, references etc.)
- Enthusiastic, positive attitude and good working spirit
- Taking initiative and actively think about improvements
- Ensure the highest quality of work
- Perform data look up as well as data entry in various HR administration systems and tracking tools

### **CASHIERE - CUSTOMER SERVICE @ HOMECITY GALLERY**

#### ***Jounieh***

14/09/2018 – 04/04/2019

- Very busy work environment.
- Experience at dealing with angry customers.
- In charge of daily / weekly sales reports.

## **INTERNSHIP @ BLC BANK**

***Beirut***

06/2017 – 08/2017

- Data Entry at the HR department.
- Teller and customer service trainee at mar Elias branch.
- We covered the procedures of cash withdrawal, cash deposit, opening / closing an account ...

## **EDUCATION**

**Bachelor's Degree in Business and management**

***Saint Joseph University***

## **OTHER SKILLS**

- Good English, French and Arabic language skills.
- MS Office (Good or Advanced)
- Very good social skills
- Good leadership skills (scout leader for 9 years )