

Jad Bou Hanna

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Beirut - Lebanon

PROFESSIONAL SUMMARY

Experienced administrative assistant with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to employees and acting as liaison between departments.

EDUCATION

Saint Joseph University, Beirut, Lebanon 2016- 2018
Masters in Human Resources Management

Saint Joseph University, Beirut, Lebanon 2007- 2012
BA in Business Administration & Management

EXPERIENCE

Bank Audi S.A.L., Beirut, Lebanon Apr 13-Sep 20

- **Human Resources Department – Training & Development / Payroll & CNSS**
 - Updated Calendar files & Invoices files on Excel
 - Updated Excel files for employees about seminars, trainings & conferences before installing on H.R. System.
 - Registered employees who attended trainings in or outside the banks on the HRIS (Oracle).
 - Followed up on the evaluation form of employees to get the final feedback from participants
 - Prepared evaluation reports for participants and registration test results
 - Processed invoices on the system to send them to Accounting department.
 - Prepared training certificates.
 - Retirement files: Followed- up with employees to get their CNSS end of service compensation
 - Followed up with employees papers of their children.

Bureau D'Etudes Et Travaux Hydrauliques Et Electriques , Beirut, Lebanon Jul 05-Sep 11

- **Internship**
 - Received CV's of applicants, sifting them and presenting them to the HR Manager
 - Checked the schedule of employee's attendance and deliver to Administration Manager for approval on daily basis
 - Received and checked all invoices
 - Worked closely with social security invoices for the employees (C.N.S.S.)
 - Tracked all the insurance policies for the transportation machines and cars for the company (date , the amount of the policy and type of the car)
 - Received annual leave requests by the employees
 - Followed-up with suppliers and checked all the items, codes of the product and invoices

WORKSHOPS AND CERTIFICATIONS

- April 2018: Banking Careers & How to create a Business Plan – Workshops – Saint Joseph University
- January 2018: Leadership Management – Certificate – LMI - Saint Joseph University
- November 2017: Presentation Skills - Workshop - Saint Joseph University
- June 2017: Career Development - Workshop – SucceednLead
- August 2011: Business English - Certificate - Georgetown University – Saint Joseph University

SUMMARY SKILLS

Languages: Arabic (Native) / English & French (Professional working proficiency)

Computer skills: Microsoft Office