

SAWMA Darine

Personal Information

Date of Birth: July 15, 1996

Marital Status: Single

Nationality: Lebanese

Address: Jbeil, Saint George Street- Maawad Building, 5th floor

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Professional experience

02 September 2019–31 October 2019: Matelec Group – Ghorfine; Intern – Logistics Department.

- Establishing guidelines explaining different shipping procedures, invoices, and industrial depot.

29 November 2017–01 March 2019: Liban Cables - Nahr Ibrahim; Intern – HR Department.

- E-filing/filing: updating employee's files.
- Tracking progress, deadlines, and priorities of all projects.
- In charge of updating changes on Central System: Employment notes (interviews), Employees Status, Position, medical reports, time management, payroll, birthday E-mails, opinion surveys, internal newsletters and more.
- Handling the Outsourcing system.
- Attending a Job fair.
- Drafting guidelines explaining the process for each system / report.
- Direct-Indirect reporting that includes monthly headcount, retiree, OT, observation, and outsourcing.

September 2017: Byblos Bank – Jbeil; Intern.

- Attended two days of orientation at the head office.
- Assisted in drafting the process of rotation between all the positions.

July 2017: Banque Du Liban – Jounieh ; Intern.

- Assisted in Orientation about the bank's departments and their functions.
- Visited the Bank's museum and the Clearing House at the head office.
- Attended entrepreneurship and startups session at the UK Lebanon Tech Hub.

18 Mars 2017- 15 Mai 2017: Neopreneur – Jbeil; Intern- Research Assistant

- Involved in the following startup's projects: Circular 331, Entrepreneurship Ecosystem, and Humanitarian Achievements blogs and bloggers.

01 September 2014 - 31 August 2017: VIVA Pastry & Catering – Jbeil; Cashier and Sales

- Data Entry.
- Maintaining guest service.
- Maintaining in-shop awareness of products.
- Inventory management.
- Cash registry and management.

Education

2015-2020: Commerce and International Development
Le Cnam - Nahr Ibrahim

2011-2014: High School
Baccalaureate, Economic Science
Rosary Sisters School – Jbeil

Languages

English, French, Arabic (written and spoken).

Computer skills

- Microsoft Word, Excel, Power Point, Access.
- Certified Outils bureautiques.
- Certified C2i.

Hobbies and activities

- **Children's Camp Counselor:**
 - Proposing and organizing the activities for the children.
 - Working with other members to plan and coordinate camp events.
 - Participating in meetings and sharing ideas with others.
 - Ensuring the safety and welfare of the children at all times.
- Reading, Music, Movies, Hiking, Travel.

References available upon request.