

Tiffany Zarrini

Human Resources Assistant

I hold a master's degree in Human Resources Management as well as a bachelor's degree in Business Management. I have worked in several roles and industries. Fluent in 3 languages, I am able to work in challenging environments by delivering solid and measurable results and providing an exciting and dynamic approach to Human Resources.



Work History

2020-01 - 2020-07

Insurance Financial Consultant

Allianz-SNA, Beirut, Lebanon

- Customized existing insurance programs to suit individual client needs by analyzing specific requirements
 - Contacted over 60 customers in less than 3 months with an average of 55% success rate of transferring these cold calls to sales
- Quoted and calculated premium rates for policies, using rate book and POS
 - Fast and accurate analysis that led to better decision making
- Answered any questions and concerns for policyholders on their insurance claims
 - Solved three cases respecting diplomacy and confidentiality
- Provided coaching and induction to new and existing sales agents on daily basis
 - Provided training and presentation on time management using Power Point and Word
 - Monitored attendance through Excel and provided reports to my manager

2020-02 - 2020-05

Internship in Human Resources

Allianz-SNA, Beirut, Lebanon

- Provided the management with SWOT analysis
 - Results of the analysis were shared with 3 branches for implementation
- Supported in a large-scale recruitment of highly skilled talent
 - Managed all stages of recruitment cycle from job advertisement to job reference check
 - Arranged interviews for over 40 candidates with different profiles
- Supported the creation and implementation of various Human Resources projects
 - Interacted between employees and Human Resources manager
- Updated job descriptions, and conducting job analysis for an efficient hiring.
 - Posted vacancy in LinkedIn and other recruitments platform
- Assisted in representing my company in different job fairs and universities
 - Interacted with principals and advisors from top universities

2015-12 - 2018-01

Luxury Sales Promoter

Diageo, Fawaz And Fatal, Beirut, Lebanon

- Acted as a Brand Ambassador for Dewar's, Chivas and Buchanan's Whiskey, and assisted marketing teams to further promote the brand
- Assisted marketing and sales department in designing promotional items and represented the brands in venues across the country
- Worked with account managers to identify target market and participated in distribution
 - Achieved Sales target consistently
 - Added the number of customers by increasing my presence in different venues



Education

2019-10 - 2020-05

Master 2, Human Resources Management

Lebanese University - Rabieh-Lebanon

2018-10 - 2019-05

Master 1, Human Resources Management

Lebanese University - Rabieh-Lebanon

2014-09 - 2018-05

Bachelor of Business Management

Holy Spirit University Of Kaslik - Kaslik-Lebanon

2011-01 - 2014-06

High School Diploma

Institut Moderne Du Liban - Fanar-Lebanon

2007-09 - 2011-01

Middle School

Lycée Victor Duruy - Les Invalides, Paris, France



Profile

Address :

Baabdat, Azrak Street

Phone :

+ 961 71843296

E-mail

tiffanyzarrini@gmail.com

Date of birth :

09/01/1996

Nationality:

French and Lebanese



Skills

Social Entrepreneurship:

- Founded a social media page on Instagram, managed content and sold products through it
- Generated consistent revenues and added page visits and customers through a continuous social media presence and engagement.

<https://www.instagram.com/lamodeoliban/>



Certifications

Diploma in First Aid - Red Cross
Diploma of Aquatics - Rescue Team
Championship of Chess - First Place



Languages

French

English

Arabic

Spanish

