

ELIE NAJM

Contact

Address:

Mansourieh, Bedran Street, Elie Daou building, Lebanon.

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Languages

English – fluent

French – fluent

Arabic– fluent

Personal Information

- **Nationality:** Lebanese
- **Date of Birth:** 7 Nov 1997 (Beirut)
- **Marital status:** Single

Skill Highlights

- Project Management.
- Analysis & Problem-Solving.
- Research & Information Management.
- Human Resources Knowledge
- Written & Oral Communication.
- Public speaking
- Microsoft Windows, Microsoft Office: Excel, Word, PowerPoint and access, internet browsing and e-mailing.

Education

- **Master of Science in Business** -Human Resources Management- 09/2018 to 06/2020
Université Antonine, Baabda, Lebanon.
- **Bachelor of Business administration**- Human Resources Management- 09/2015 to 06/2018
Université Antonine, Baabda, Lebanon.

Experience

- **Internship in Rosary Sister's school**- Sept-Nov 2019
Research/Training assistant (Business Economy)
- **Internship in Bank Of Beirut**- July 2017
Customer services and counter operations.

OTHER ACTIVITIES

- **Social worker and planner**- 2016-2018
Self-employed- volunteer services
Working as a team leader, teaching young students, scheduling and organizing social activities.

TRAINING

Antonine University trainings, conferences and workshops

- How to be become resilient and strong in the workplace- **September 2020- till present**
- Human Resources activities trainings (recruitment, selection, conflict and negotiation, compensation and benefits) - **2016-2019**