

Carel E. Salame

Personal Information

Place & Date of Birth : Kfardebian October 2, 1989
Nationality : Lebanese
Marital Status : Single
Gender : Female
Address : Zouk Mikael, Keserwan, Lebanon
Mobile : + 961 3 258231
E-mail : carel.salameh@yahoo.com
carel.salameh@gmail.com

Personal Summary

An ambitious and talented HR professional, who has a good knowledge of Lebanese Labor Law and National Social Security.
A quick learner who communicates clearly and effectively with both professionals and colleagues/public.
Currently looking for a new opportunity in a challenging and dynamic working environment to grow my career path.

Academic Formation

2013 - 2017 : **MBA - HR emphasis**, Notre Dame University
ZoukMosbeh, Lebanon
[Final Thesis subject: *Critical Success Factors of E-Recruitment in Lebanon*]

2008 - 2012 : **BA- Hospital Management**, Lebanese German University
Sahel Alma, Lebanon
[Scholarship - Honor degree]
[Valedictorian]

2006 - 2007 : **Bac II-Life Science**, Ecole des Filles de la Charité
Zouk Mikael, Lebanon

Experience

2016 - Present : **Assistant HR Manager**,
Notre Dame University Hospital - Jounieh, Lebanon
Duties and Responsibilities:
- Provide administrative support in Payroll
- Provide administrative support in Recruitment and End of Service
- Follow up on the orientation and integration of new staff
- Provide administrative support in Training and Development
- Follow up on administrative tasks related to Interns
- Follow up on new employees files
- Follow up on employees records and keep them updated
- Follow up with employees about their needs, rights and duties
- Assure compliance with Quality processes and procedures

- 2013 - 2015 : Administrative Officer,**
Caisse Mutuelle de Développement- Jounieh, Lebanon
Duties and Responsibilities:
- Prepare official governmental documents (Minutes of Board meetings, decisions and initiatives undertaken...)
 - Pay income taxes and NSSF contributions on behalf of the organization (for employees)
 - Prepare payslips, and issue pay checks
 - Fill application forms and issue policies and medical approvals to hospitals
 - Control invoices from hospitals (In, Out/Ambulatory, Emergency)
 - Control all financial operations
 - Coordinate with different parties to meet organization goals
- 2011 - 2013 : Administrative Assistant in the Emergency Department,**
Notre Dame University Hospital - Jounieh, Lebanon
Duties and Responsibilities:
- Provide secretarial and administrative tasks
 - Receive and screen patients and visitors and telephone calls
 - Get medical approvals for ER patients
 - Prepare and control invoices
 - Receive payments from Out-of-Pockets Payers
- 2009 - 2011 : Assistant Manager, Bookstop**
Jounieh, Lebanon
Duties and Responsibilities:
- Provide secretarial and administrative support to the Manager
 - Receive and screen visitors and telephone calls
 - Respond to emails and phone calls
 - Act as liaison in coordinating matters between the manager's office and others
 - Fulfill any typing/graphic task when needed
- 2008 - 2009 : Typist, Bookstop**
Jounieh, Lebanon
Duties and Responsibilities:
- Perform typing in Arabic, French and English
 - Perform printing activities
- Achievements:*
- Promoted to Assistant Manager

Languages

Arabic, French, English : Spoken, written and read fluently

German : Beginner

Computer Knowledge

Microsoft Office: Word, Excel, Access, PowerPoint, Publisher

HIS (Hospital Information System)

BOS (Business Operating System - Customized Information System)

HRIS (Human Resources Information System - Payroll - Attendance)

Adobe Photoshop, Adobe Illustrator and SPSS: Beginner

Extracurricular Activities

- 2013 - Present** : Volunteer at the Lebanese Red Cross- Kfardebian Sector
Disaster Risk Reduction (DRR) since April 2020
First Responder (FR) Trainer since December 2019
First Aid (FA) Trainer since September 2019
Head of Station (CS) since December 2017
Team Leader (CE) since January 2016
- 2002 - 2019** : Member of JMV - Lebanon (JeunesseMarialeVincentienne - Liban)
Treasurer at JMV - Lebanon (2017 - 2019)
Treasurer at JMV - Zouk Mikael (2009 - 2012)
- Interests** : Traveling, Music, Photography, Outdoor Activities

Additional Sessions and Trainings

- Jan - Mar 2019** : Healthcare Quality Management Course
Lebanese German University
- December 2018** : General Trainer Course
Lebanese Red Cross
- July 2018** : Emotional Intelligence
Lebanese German University
- November 2017** : Basics of Motivation
Lebanese Red Cross
- October 2017** : Senior MCI Training
Lebanese Red Cross
- June 2016** : Volunteer Management Training
Lebanese Red Cross
- May 2016** : Middle East Social Media Festival 2016 (MESMF2016)
Right Service - Lebanon
- June 2015** : Leadership Training
Lebanese Red Cross
- February 2015** : Snow Search and Rescue
Lebanese Red Cross

Key Skills and Competencies

- Ability to work within a team approach
- Ability to work under stress and tolerate urgent requests
- Ability to manage multiple task processes with strong attention to details
- Ability to evaluate tasks and suggest improvement
- Ability to deal appropriately with confidential information
- Good interpersonal, communication and presentation skills

References

Professional and personal references will be provided upon request.