

Ramona J. Sarielddine

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Phone Number: (+961) 70 740092

Date of Birth: 24/09/1997

WILLING TO RELOCATE

OBJECTIVE

To utilize my interpersonal skills and business background in order to achieve the organization's goals and maximize productivity.

EDUCATION

Arts, Sciences, and Technology University of Lebanon, Beirut **2018- 2020**
Master's Degree- **MBA**

Arts, Sciences, and Technology University of Lebanon, Beirut **2015 - 2018**
Bachelor of Business Administration
Human Resource Management (With High Distinction)

WORK EXPERIENCE

Kamp Hospitality Investment Holding SAL, Beirut **July 2019- Present**
HR Officer

- Implementation of HR issues and related matters
- Ministry of Labor as per local regulations.
- Monitoring of employees' attendance – reporting discrepancies to HR Manager
- NSSF matters as per local regulations.
- Expatriates matters
- Interpretation and application of the Lebanese labor law and internal company's regulations
- Recruiting
- General Administration and Payroll

Arts, Sciences and Technology University of Lebanon, Beirut **2018-2019**
Administrative and Academic Assistant

- Register students
- Maintain Department Functions
- Responsible of all academic activities (planning and execution)

Education Supplement Center Institution, Majdelbaana, Lebanon **2015 - 2017**
Arabic and Geography Teacher

TRAINING

MCA- People Solutions, Beirut, Lebanon

June 2018 –Aug. 2018

Recruitment Coordinator - **Trainee**

- Receive and respond to emails
- Post vacancies on hire Lebanese and social media
- Screen CVs and select potential candidates
- Perform phone and face-to-face interviews

Kamp Hospitality Investment Holding SAL, Beirut, Lebanon

June 2017 - September 2017

HR Department- **Trainee**

SKILLS

Personal Skills

- Customer Service- Adaptability -Event Management- Initiation- Teamwork- Motivation

Languages

- Arabic: Native
- English - read, written, and fluently spoken.
- French – slowly spoken, understood, and written (French courses)

Computer Competence: Microsoft Office (Excel, Word, PowerPoint, Access)

ADDITIONAL INFORMATION

Workshop attended

- Certificate of Participation in “Job Readiness Workshop” by Rural Entrepreneurs, April 2019
- Participated in the “Get Ready to be Hired” workshop at Beirut Municipality, June 2018
- Certificate of Appreciation due to contribution in AUL Strategic Plan Retreat, June 2017

Social Work

- AUL Spring Outdoors 2019 Organizer
- Vice President of AUL Student Council 2019
- Commencement speaker of AUL Graduation Ceremony 2018
- Founder of Mecherfe Youth Club, April 2017 till Present
- First Aid Course by Lebanese Red Cross at SD Youth Club

REFERENCE

Available Upon Request