

# HAJAR EL KOTOB

## BUSINESS GRADUATE

### / CONTACT DETAILS

Bchemoun, Madaress Area, Near Amin Mosque.

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>> Mobile No. +961 76887085

### / OTHER INTERESTS

Art (Fashion Design- Drawing)  
Sports (Basketball- Badminton)  
Motivation Techniques  
Group Dynamics  
Human Behavior  
Organizational Psychology  
Astronomy (e.g. Stargazing events)  
Meditation - Yoga

### / COMPETENCIES

Microsoft  
Team Work  
Time Management  
Work Ethics  
Research

### / LANGUAGES

Arabic	■■■■■
English	■■■■■
French	■■■□□

### / WORK EXPERIENCE

#### >> Human resource Trainee | July - Aug 2019

Phoenicia Hotel

- Trainee in the Talent Resourcing, Personnel and Recruitment Departments.
- Learned about hiring processes, training, contracts, insurance, etc.

#### >> Consulting Trainee | June - July 2019

Ulysses Consulting Firm

- Conducted research and analysis.
- Compiled and presented information visually and in writing.

#### >> Corporate Banking Trainee | Aug 2017

Bank Audi

- Trainee with the CSO (Customer Service Operations).
- Training program about the Banking System.
- Learned about money transfers, cash deposits, opening accounts, etc.

#### >> Co-facilitator | Mars 2018 - Aug 2019

AUBMC - Preventive Parenting Program

- Make sure all documents and materials are available.
- Hand out materials to participants.
- Assist participants whenever needed.

### / EDUCATION HISTORY

#### >> Lebanese American University

Bachelor in Business Administration | Graduated Spring 2020

Emphasis in Management and Minor in Psychology

Extracurricular Activities:

- Red Cross Youth
- TEDXLAU
- Animal Care Club
- Astronomy Club
- Hiking and camping Club

#### >> London School of Economics and Political Science

Bargaining and Negotiation | June - July 2018

This summer course introduced the strategic, psychological, and cultural aspects of negotiation as well as practical tips.

- Final grade: A

#### >> Carmel Saint Joseph

French and Lebanese Baccalaureate | Graduated 2016

Emphasis in Economics and Social Sciences