

Amena H. Makki
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OBJECTIVES:

My goal is to build a clear career path, to find a stable workplace and gain working experience which can shape my professional experience. You will find me productive and enthusiastic in the field I have specialized in. I am known to help as well as learn from others. I am looking to take associate roles in Human Resources as a start.

EDUCATION

Lebanese American University (LAU), Beirut, Lebanon Masters of Science in Human Resources Management	<i>Sept 2018- May 2020</i>
Lebanese American University (LAU) BS in Business, emphasis in Banking and Finance Minor in Economics with Honours (CGPA 3.38/4)	<i>Sept 2014 – June 2017</i>

EXPERIENCE

Administrative Manager at HMC, Lebanon	<i>May2020- present</i>
Intern-Phoenicia Hotel, Beirut, Lebanon <ul style="list-style-type: none">• Observing the three functions in the HR department: TR, L&D and Personnel• Helping employees in each section to do and to finalize their tasks	<i>Aug-Sept 2019</i>
Research Assistant at Lebanese American University <ul style="list-style-type: none">• Assisting management studies in administrative matters• Assisting in conducting research activities	<i>Sept 2018 - present</i>
Assistant Manager at a Resort, Lebanon <ul style="list-style-type: none">• In charge of employees, finances, customer service, promotions, and quality control.• Coordinated staffs, managed supplies, and responded to customer needs.• Managed all the segments of the resort.	<i>Jan- Aug 2018</i>
Administrative Assistant-HMC, South, Lebanon <ul style="list-style-type: none">• Handled administrative requests and queries from senior managers• Carried out administrative duties such as filing, typing, copying, binding, scanning etc.• Wrote letters and emails on behalf of other office staff related to clients and suppliers for procurement and quotation's.• Ensured operation of equipment by completing preventive maintenance requirements• Observed and supervised the work of junior staff	<i>Aug - Dec2017</i>
Intern-Bank of Beirut, Beirut, Lebanon <ul style="list-style-type: none">• Rotated the various departments in the bank• Processed with clients branch operations related to account opening, cash deposit and issued cheques.• Contacted clients to receive their credit/debit cards.	<i>Aug 2016</i>
Intern-FRANSABANK, Beirut, Lebanon <ul style="list-style-type: none">• Rotated the various departments in the bank• Shadowed a teller, a customer service representative, and the Housing department	<i>July 2016</i>

- Processed with clients branch operations related to account opening, cash deposit and issued cheques.
- Contacted clients to receive their credit/debit cards.

Assistant in Ryiad Nassar Library- LAU

Sept2014-May 2017

- Organized library books
- Assisted of students at the help desk
- Monitored computers and printers

Assistant at C.E.P Department, Beirut, Lebanon

June -Aug2014

- Engaged with faculty staff in research for continuing students and professionals

VOLUNTEERING IN CARITAS

- Collected money for poor people

March 2017

CERTIFICATES

- Completed Bank of Beirut's U for Youth workshop with AMIDEAST regarding leadership and managerial, time management skills, self-development *Mar-Apr 2016*

- Attended the Human Resources Forum (LAU)

April 2019

COMPUTER SKILLS

- **Microsoft Office:** MS Word, Excel, PowerPoint

LANGUAGES

- Native fluency in Arabic
- Fluent fluency in English
- Basic fluency in French

INTRESTS

- Sports and Swimming