

Nabila Fanj

Mobile: +961 76458323

Email: nabilafanj@outlook.com

EDUCATION

Lebanese University, Faculty of Economics and Business
Bachelor in Management Information System

Beirut, Lebanon
2014-2018

WORK EXPERIENCE

MINIGUETTE

Beirut, Lebanon

Human Resources Officer

February 2019 - Present

- Being actively involved in the recruitment process by preparing job descriptions, posting ads, and assisting in the hiring process.
- Create and implement effective onboarding plans for new employees.
- Maintain employee records (Attendance and legal requirements).
- Administer Payroll.
- Monitor employee performance.

My role at this company also includes assisting the Managing Director, and providing support to the accounting, procurement, and cost control departments when needed.

EVERYTHINK S.A.L

Beirut, Lebanon

Branch Supervisor

February 2018 – February 2019

- Oversees employees' performance.
- Provide guidance and support.
- Handle customer complaints and issues.
- Create and manage team schedules.
- Train new hires.
- Manage workflow

Sales Representative

June 2017 – February 2018

- Greet customers.
- Answer customers' questions about the store products.
- Provide customer feedback to the Store Manager.
- Cross-sell products.

PROFESSIONAL DEVELOPMENT

- Arabic (Fluent/Native): spoken, reading and writing.
- English (Fluent): spoken, reading and writing.
- MS. Office, Adobe, Outlook, MySQL Workbench, MS Access.
- Good knowledge and Fast Learner.

CERTIFICATES:

- Certificate of achievement "Leadership Program" - Injaz.
- Professional certificate in English language teaching (PCELt).
- Certificate of award for successful completion of the English Access Micro scholarship Program.
- Certificate of Achievement to Project Citizen Training & Showcase.

Reference Available Upon Request