

# Hebatollah H. Labbaf

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## SUMMARY

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A senior student who is willing to dedicate time to learn and explore all information related to business studies, ready to take risks in order to develop her career path.

I am seeking a job opportunity that would provide me with various types of experiences and skills.

## EDUCATION

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| <b>Al Maaref University</b>   Bachelor of Human Resources Management<br>• <i>Faculty of Business and Administration</i> | 2018 - 2023 |
| <b>SG - Academy</b>   Diploma in Graphic Design   | 2018 - 2019 |
| <b>Lebanese University</b>   Bachelor of Journalism<br>• <i>Faculty of Information</i>                                  | 2015 - 2018 |

## EXPERIENCE

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|---|-----------------|
| <b>Human Resources Officer</b><br>Bassam Ghrawi Confectionery   Lebanon, Beirut | 1/2023 – 4/2023 |
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### Some tasks:

- Conducting a task analysis in the retail department.
- Making new WI for the delivery section in the retail department.
- Updating personnel file.
- Tracking employee productivity.
- Tracking daily attendance.
- Follow up on the specific training program for each new employee.
- Assisting in planning activities related to employee relations.
- Responding to staff inquiries regarding HR policies, holidays, and other HR-related matters.
- Assisting the retail department with the sales process (during seasons).
- Assisting the delivery department in selling and entering invoices into the accounting system (POS) and preparing the daily accounting report.

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| <b>HR Trainee</b><br>Bassam Ghrawi Confectionery   Lebanon, Beirut | 7/2022 – 12/2022 |
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### Some tasks:

- Conducting a job analysis in the retail and maintenance department.
- Making new SOP for the sales department.
- Updating personnel file.
- Tracking employee productivity.
- Tracking daily attendance.

- Assisting in planning activities related to employee relations.
- Responding to staff inquiries regarding HR policies, holidays, and other HR-related matters.
- Assisting the retail department with the sales process (during seasons).

## **HR Trainee**

E-VOLVE Solutions | Lebanon, Beirut

8/2022 – 10/2022

### Some tasks:

- Making an update to the company's code of conduct.
- Making changes to a job description.
- Preparing an Employee Clearance Form.
- Updating personnel file.
- Participating in job interviews.

## **LANGUAGES**

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- Arabic – Native.
- English – Professional Working Proficiency.
- French – Professional Working Proficiency.

## **SKILLS**

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|-----------------------------------|--|
| • Writing and Research            | • Microsoft Office (Word, PowerPoint, Excel, Access) |
| • Flexibility and Time Management | • Dynamics NAV, Outlook)                             |
| • Detail-oriented                 | • Adobe's Creative App                               |
| • Communication Skills            | • HRIS (Odoo, BambooHR)                              |
| • Organizational Skills           | • SPSS   |
| • Self-Learning Skills            |  |

## **CERTIFICATIONS**

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- Certificate of attendance “Foundations of Job Analysis and Job Evaluation” from Smart Skills Group.
- Certificate of completion of “Data Analytics Consulting Virtual Internship” from Forage.
- Certificate of completion “Human Resources Program” from Forage.
- Certificate of completion “LXD: From Ideas to Impact” from NovoEd.
- Diploma in Human Resources (HR) from Alison.
- Certificate of attendance “The Art of Public Speaking – Basic Skills” from HRBlueprint.
- Certificate of attendance “The Career Bridge” from Michel Daher Foundation.
- Certificate of training “Graphic Design Course – Intermediate Level” from Challenge to Change.