



Ahmad Ghaddar

HR Manager

To Whom It May Concern,

Please do take into consideration my intent to apply for the position required. I am looking forward to searching for a new career opportunity in a well-established organization where my academic background and professional skills will allow me the opportunity of growth.

I trust that I am very effective at working within a team in addition I exhibit great leadership skills that help develop and grow my prevailing skills. Adding to that, I believe I can contribute greatly to your organization and add value to the group I will be working with.

Currently I am employed as a HR Manager at Future High School, I am responsible for all budgeting and billing within the HR department, while also overseeing all the recruiting needs including interviewing potential candidates. I also create quality assurance parameters for all HR data including reports and metrics.

I hope I may be granted a personal interview if you feel my qualifications fit me for the position needed.

Looking forward to working with your esteemed organization.

Sincerely,
Ahmad Ghaddar

PROFILE

Highly motivated & dedicated team worker seeking a Human resources opportunity that will enhance my educational & professional skills in a reputable organization

CONTACT

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+961 03 381643

LINKEDIN:
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PROFESSIONAL SKILLS

Leadership
Project Management
Brain Storming
Networking
Communication
Team Building
Team Management
Budgeting
Recruiting
Planning
Goal Setting
Growth Mindset
Emotional Intelligence
Critical Thinking
Creative Thinking
Ethics

EDUCATION

American University of Science and Technology
Masters of Business Administration – 2018 to 2020

Rafic Hariri University
Bachelor's Degree in Management – 2012 to 2015

Hossam Hariri High School
Lebanese Baccalaureate (SE) – 2012

PROFESSIONAL WORK EXPERIENCE

HR Manager – Future High School | Saida, Lebanon
May 2019 - Present

- Served as resource steward for HR leadership, overseeing factors such as budgets and billing.
- Promoted data governance and stewardship through collaboration with human resources subject matter experts.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Supported human resources department in areas such as people metrics, reporting, finance and analytics.
- Designed quality assurance parameters for human resource data sets, reports and metrics.
- Created standardized benchmarks and surveys to monitor overall human resource continuity and strength.

HR Supervisor – Future High School | Saida, Lebanon
May 2016 – May 2019

- Was part of the hiring process such as interviewing and selecting suitable candidates
- Worked with all departments in order to allocate resources efficiently
- I also worked on all payroll and expenditures within the HR department

Teller (Internship) – First National Bank | Saida, Lebanon
June 2014 – September 2014

- Promoted products or services to each customer to consistently achieve sales targets.
- Upheld strict financial controls by keeping funds secure and accurately transferring monies.
- Organized and removed online banking files no longer in use.
- Completed special procedures for customers such as ordering new checks, stopping payments or investigating identity theft.
- Executed customer transactions, including deposits, withdrawals, money orders and checks.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.