

Personal information

Birthdate

27 August 1996

Residence

Georges Zainoun Bld.,
Lebanese university street,
Roumieh

Nationality

Lebanese

Profile

To seek a job in Human Resource Management that offers opportunities for advancement, serve as a link between an organization's management and its employees and where my skills can be employed and developed efficiently.

Contact

🏠 Beirut

☎ 96170227812

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🌐 <https://www.linkedin.com/in/ghywa-badari-96a571178/>

GHYWA BADARI

Experience

● 2021

Geitawi Hospital

HR Intern, Achrafieh

- Ensure all employee information in the HR information system is accurate and up-to-date.
- Manage new hire process including all pre-employment testing and contracts.
- Assist in interviews and being more engaged with employee relations.

● 2017

GWR consulting

HR Intern, Sin El Fil

- Internship at the scheduling department.
- Call candidates to work as mystery shoppers.

● 2016

i Engineering

HR Intern, Achrafieh

- Handle insurance documents and registrations.
- Took care of Aramex orders.
- Follow up with employees regarding their files.
- Took care of events.
- Learned different forms (Appraisal, leaves, warnings).
- Learned how to make an interview.

● 2015

Lollibee Playground

Birthday planner & cashier, Broumana

- Manage birthday events for children.
- Co-operate with colleagues to come up & implement innovative ideas for events.
- Handled practical financial aspects of the events.

Education

● 2014 - 2018

BA - Human Resource management

AUST, Achrafiyeh

Major course:

- Organizational Behavior
- Employee Training and Development
- Human Resource Planning & Evaluation
- Reward and Compensation

● 2014

Bac 2 - Economics and Sociology

Mont La Salle, Beirut

Course

2016

(ECPE TEST) LEVEL: C2

AUST, Beirut

Completed the Certificate of Proficiency in English (ECPE Test) Level: C2 in collaboration with the University of Michigan

Profession

● 2019 - Present **Filfaitout**

Craft shop, Beirut

Handmade and customized products.

Developmental Skills:

- Enhances focus and patience.
- Stimulates creativity and vision.
- Encourages communication and socialization.
- Encourages participation and teamwork.
- Reduces stress and anxiety.

Skills

Work under pressure holding multiple tasks and meet deadline

Excellent verbal and written communication as well as interpersonal skills

Takes comments into consideration

Work in team and responsive to other ideas

Learn new procedures quickly

Languages

Arabic: Native language

English: Full professional proficiency

French: Intermediate working proficiency

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