

Helen Diab

Contact

Address:

New Rawda, Zarazir Street,
Naddaf bldg.

Phone:

+961 70780909

Email:

helendb96@gmail.com

Languages

Arabic: Bilingual proficiency
French: Bilingual proficiency
English: Bilingual proficiency

Computer Skills

Microsoft office: Excel - Word -
PowerPoint – Access

Skills

- Discretion and confidentiality
- Communication skills
- Leadership skills
- Cooperative team member
- Exceptional attention to detail
- Highly motivated

Summary

Banking and finance graduate with three years of experience in the industrial sector. I have always achieved my objectives with a high professionalism, motivation and detailed focus. I am now actively seeking a new opportunity to contribute in a company's growth.

Education

Bachelor of Banking and Finance: June 2020

Université Saint-Joseph de Beyrouth (USJ)

Experience

Quality Control Officer

09/2020 till present

High Service Clean (HSC), Tayouneh, Lebanon

- Conducting cleaning inspections by visiting every project to ensure the quality of work, cleanliness, and to certify that the procedures are followed
- Responding to disasters and resolving client's complaints
- Provide training to the supervisors and housekeeping staff members
- Create cleaning schedules for every project
- Monitor the performance of all the supervisors and housekeeping staff members
- Sign agreements of cleaning services provision and agreement appendix

HR Assistant

08/2019 till 08/2020

High Service Clean (HSC), Tayounneh, Lebanon

- Prepare the NSSF registration/termination forms and documents of all employees
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts
- Recruit staff, this includes developing job descriptions, preparing and short listing application forms, interviewing and selecting candidates
- Assist in payroll by providing relevant data. (attendance, adding new employee, leaves)
- Complete termination paperwork and exit interviews

Internship

Medical Biller

06/2018 to 08/2018

Hôtel Dieu De France (HDF), Achrafieh, Lebanon

- Reviewing patient bills for accuracy and completeness
- Following up on unpaid claims
- Updating cash spreadsheets, and running collection reports
- Checking each insurance payment for accuracy and compliance with contract discount

HR Officer

06/2017 to 08/2017

Universal Services Maintenance (USM), Sin el fil, Lebanon

- Schedule meetings, maintain agendas and assist with day to day operations of the HR functions and duties
- Ensure that all papers are filed and sorted properly
- Updating internal databases with new employee information like contact details and filing the employment forms