

# Jana Hag Hassan

→ Beirut, Lebanon

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## Education

Lebanese American  
University

● Bachelor's in  
business  
management

● Minor bachelor's  
in advertising and  
public relation

## Skills

- Payroll management
- Logistic chain
- Customs legality
- Business HR development
- Digital marketing

## Languages

- Arabic (natively spoken)
- English (Bilingual-  
Proficiency)

## Experience

### HR Development Manager | Intaj Tissues *(Sept 2023-present)*

- Created a manual **payroll system** on excel using macro formulas as well as deciding the salary structure, bonuses, incentives, in addition to installing attendance machine through EDM.
- Installed in-work **policies** and employee relations, responsible for all conflict resolutions and following consequences.
- Managed the **recruitment** of all needed positions.
- Managed **Procurement** process from finding potential suppliers to delivery and record keeping.
- Formulated the initial draft of employee laws and regulations.
- Organized productions, as well as full **logistic** control in terms of GPS vehicle tracking, following up with CMA regarding all the customs legal document and process with clients and suppliers from Egypt.

### Human resource Manager | YMY Agency *(Dec 2022-july 2023)*

- Moved all processes online to a shared space where all employ have access, thus speeding the **productivity** process by **15%**.
- I handled all the process of **recruitment** and **training** as well as contract formation. Oversee conflict resolution, disciplinary actions, and grievance handling, ensuring compliance with company policies and legal requirements.
- Administer competitive compensation and benefits programs, including **salary structures**, incentives, and wellness initiatives.
- Handled all **procurement** process and relations. Including finding potential **suppliers**; handling samples; obtain requested items, ensuring their delivery and **record keeping**.

### Event organization | Clic Clac *(2019-2020)*

- Clic Clac is a children event organizing company, I worked within their administration to coordinate events, track **supplies** and **stock**, communicate with the clients and ensure smooth **operation** within the event organization.

## Activities and Volunteering

### Injaz NGO - 2019

I participated and won in INJAZLEBANON innovation campaign for developing marketing solutions for struggling companies due to Covid.

### X-culture - 2018

I participated in x-culture program which focuses on developing a full management and expansion plan for a real-life company, I personally worked with MATCHPLAT in Italy.