

Hadi Baz

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Objective

A magnetic personality with the ability to connect with others. Self-motivated and dedicated to achieving perfection in task management. Passionate, hardworking, and driven to succeed in a competitive environment to assist employees in transitioning to their new organization and feeling motivated using intrinsic and extrinsic techniques. Positive attitude towards learning new things and pushing boundaries.

Experience

Human Resources Assistant | KAN Group

2021 – 2023

- Compile and update employee information.
- Handle employee requests.
- Coordinate HR projects.
- Conduct initial orientation for newly hired employees.
- Coordinate communication with candidates and scheduling interviews.
- Assist with payroll preparations by supplying pertinent information (overtime – absence – sickness – annual leave).

Administrative Assistant | Zomato

2020 – 2021

- Schedule and organize appointments and meetings.
- Follow all office policies.
- Order office supplies and look for fresh bargains.
- Keep contact lists up to date.
- Make trip arrangements, hotels, and restaurants reservations.
- Serve as the internal and external client contact point.
- Create and disseminate email, letters, and forms.

Customer Service Representative | Fashmore

2018 – 2019

- Identify and assess customers' needs to achieve satisfaction.
- Build sustainable relationships and trust with customer accounts.
- Provide valid and complete information.
- Handle customer complaints and provide appropriate solutions.
- Manage large amounts of customers.
- Generate sales needs.

Education

American University of Culture and Education | Beirut

2020 – 2022

- Bachelor's Degree in Business Administration / GPA: 3/4

Lebanese International University | Beirut

2018 – 2019

- Business Administration

Zahia Salman Official School | Beirut

2016 – 2018

- Lebanese Baccalaureate | Socioeconomic

Skills and Abilities

- Excellent oral and written communication skills.
- Strong organizational abilities and multitask.
- Detail-oriented and problem-solving abilities.
- Data gathering and research.
- Excellent presentation skills.
- MS Office proficiency.
- Time management and work prioritization.

Languages:

- Arabic: Native
- English: Fluent
- French: Conversational
- Spanish: Beginner