


# Shant Messiahian

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## Latest Work Experiences

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### Khoury Contracting Company

Feb 2017 – Present

#### Time keeper

- General employee recruiting services.
- Time keeping, Payroll and full monthly reporting.
- Filing and Archiving daily data and employee documents.

#### Store keeper

- Inventory and Purchasing control for Civil and Mechanical departments.
- Diesel tank and Oil supply distribution monitoring.

#### Preventive maintenance officer

- Mechanical preventive maintenance operating; service, filtration and supply monitoring.
- Site checkups and UAV pilot operating.

#### Safety officer

- Implementing company's safety measures
- Responding to emergencies and accidents.

### UNDP Lebanon

Sep 2020 - Oct 2020

#### Social Worker

- Social Assessment for Buildings and Structures damaged by the fourth of August Blast in the Bourj Hammoud area.

## Education

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Bachelor's Degree in English Literature

Aleppo University 2011 - 2015

## Languages & Additional Skills

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- Fully verse in Arabic, English and Armenian.
- Excellent knowledge of Microsoft Office collection and Internet software.
- Strong Analytical and Organizational skills.
- Excellent problem solving and working under pressure skills.

## Main Certifications

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Social Psychology (With Honors)

(Wesleyan University, Coursera)

Psychological First Aid

(Johns Hopkins University, Coursera)

Recruiting, Hiring and Onboarding Employees

(University of Minnesota, Coursera)

Developing your Skills as an HR Professional

Open Learn (The Open University)

Human Resources Foundations

(Linkedin Learning)

Quality and Entrepreneurship

(Marist Institute for Training)

## Extracurricular Activities

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Youth Leadership Programme (YLP6) Alumni

(UNDP - Beirut, Lebanon)

Volunteer and Office program Trainer

(Syria Trust for development & Caritas)

Boy Scout since childhood till leadership

(Chaldean's Saint Joseph Scout Group)

Baritone and Tenor choir Singer

(Fayha & Naregatsi Choirs)