

FADWA EL SABEA

HR & ADMIN OFFICER

Beirut, Lebanon | +961-3-847273 | fadwaelsabea@gmail.com

WORK EXPERIENCE

HR & Admin Officer

February , 2018 – August , 2021

Hospicea SARL, Beirut

- Assisting in the hiring process by publishing and removing job ads, scheduling job interviews and participating in the first round, updating internal databases with new hire information.
- Handling onboarding and training for new hires.
- Maintaining physical and digital personnel records including JDs and gathering payroll data.
- Assisting in preparing NSSF documents, monthly pay-slips and salaries summary report.
- Updating accounts receivable and issuing invoices, as well as updating accounts payable and performing reconciliations.

HR & Admin Officer

January, 2016 – January, 2018

Airport Pharmacy, Beirut

- Organizing workflow and ensuring that employees understand their duties or delegated tasks.
 - Maintaining physical and digital personnel records.
 - Assisting the senior accountant in completing general tasks like filing reports and producing journal entries, updating accounts payable and performing reconciliations.
 - Assisting the general manager with reviewing of expenses and payroll records.
 - Preparing and submit weekly/monthly reports and statements.
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TRAINING COURSE

Basics of Accounting & Reporting 2022

Lebanese Training Academy, Beirut

- Learning about Lebanese Chart of Accounts, types of Journal Vouchers, VAT, Income Tax & Social Security.
- Learning about different types of financial reports and how to analyze them.
- Bookkeeping on Silicon Books System as application of the learned material.

TECHNICAL SKILLS & LANGUAGES

- Fluency in Microsoft Office suite: Outlook, Excel, Word, PowerPoint.
 - Fluency in Silicon Books System.
 - Fluency in Arabic, English & French.
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EDUCATION

MBA in Human Resources Management 2018

Sagesse University, Beirut

Bachelor in Business Administration 2012

Lebanese University, Beirut

CERTIFICATES

Certified Coach & Career Advisor 2021

GGGroup, Beirut