

Olga FAWAZ



CONTACT INFORMATION

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Date of birth: November 1, 1998

LANGUAGES

Arabic
Native language

French
Good in speaking, reading and writing

English
Good in speaking, reading and writing

PROFILE

A business graduate who is interested in all business domains, in particular, Management and Human Resources. I got my Master's degree in Human Resources from the Lebanese International University. I am currently looking for challenging positions that enable me to improve my career, invest my acquired knowledge and broaden my experience in the Management/ Human Resources field.

EXPERIENCE

HR APPRENTICE

December 2022 – February 2023

Makhzoumi Foundation

During this program, I had the opportunity to learn more about HR department and its duties. I have attended sessions that cover a range of topics like recruitment session, job description, interview process, organizational charts, disciplinary actions, attendance and leave policy, performance management and HR metrics and analytics. I ended the program with a presentation entitled "The Art of Networking".

HR & ADMINISTRATIVE ASSISTANT

May 2022 - July 2022

ISEEK Agency – Karim Group

My duties for this role were filling timesheet of the employees in excel sheet, conducting interviews, entering data (cv...) on excel, preparing and writing the job description of the employees, filtering the CVs of the candidates, assisting in contract signing with the HR manager and learning about payroll system. In addition to the above, I had the opportunity to attend workshops with the team.

HR & ADMINISTRATIVE ASSISTANT

December 2021 - February 2022

OSAS-Organization for Safety and Sustainability

I was responsible for completing administrative duties for the human resources department of OSAS. My job includes mainly ensuring full compliance of recruitment processes and records with OSAS internal regulations, goals, policies and strategies. Moreover, I assisted in the preparation of potential proposals when required, and perform other documentation works on request.

EDUCATION

Lebanese International University – Nabatieh

2020 – 2022

Masters - Managing Human Resources

Thesis: The impact of training and development on employee's performance and productivity. Grade 85/100

Lebanese University – Faculty of Business and Economics

2016 – 2020

Bachelor of Business

SKILLS

PERSONAL SKILLS

- Well organized, eager to learn and pro-active.
- Able to work alone and can operate very well in groups.
- Always respecting the differing needs, culture and values of people.
- Positive, friendly and confident.
- Flexibility: Good and quick adaptation.
- Diplomatic in negotiations and debates.
- Active listening.

TECHNICAL SKILLS

- Microsoft office (Word, PowerPoint, and Excel)