

# Jad Taher

+961 81 804351, JadTaher3@gmail.com, Beirut, Lebanon

## **Summary**

A passionate HR assistant focused on updating employee records with new hire information, screening resumes and scheduling interviews. Aiming to go above and beyond to supply a diversified cross-culture environment that supports continuous personal development. My future project includes working in the field of human resources in order to encourage employees to focus more on their business matters.

## **Personal Skills and Competences**

### **Hard Skills**

- Microsoft Office Tools (Word, Excel, Power Point)
- Visual Basic
- Camunda BPM
- Computer knowledge and literacy

### **Soft Skills**

- Employee Relations, Teamwork & Presentation
- Compensation & Performance Management
- Contract Negotiation & Collaboration
- Hiring & Scheduling

## **Experience**

### **Human Resources Internship • Suvidha Foundation**

**October 2022 – Present**

- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies, and Assisting the HR staff in gathering market salary information.
- Organizing interviews with candidates, & posting job advertisements to job boards and social media platforms.
- Making offer letters, LORs, and appreciations letters.

## **Achievements**

- Hired three candidates and followed up with their tasks.
- Meeting deadlines and reaching high targets and satisfaction levels over my course of experience.
- Reaching targets and building guidelines for enhancing retention and satisfaction.

## **Education**

- **Bachelor of science in Business Management** – 10/2019 to 7/2022
- **American University of Science and Technology (AUST)** – Beirut, Lebanon

## **Languages**

- English: Professional Working proficiency
- Arabic: Native Proficiency