

Rajaa Jubeily

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PROFESSIONAL EXPERIENCE

Internship Program JUBAILI BROS.

Sidon, Lebanon
MAY 2024-JUNE 2024

- After Sales: Introduction to the workflow of the After Sales – Conventional department.
- Sales Renewables: Introduction to the Solar Sales department scope of work .
- Administration: Performed general office duties including filing, data entry, and handling correspondence to ensure smooth office operations.
- Cash Box: Handled cash transactions, maintained accurate financial records, and assisted in daily cash reconciliations.
- Local Procurement: Introduction to Local Purchase Registration Process , Focusing on the necessary documentation , the process of issuing purchases through WAPS And soliciting quotations from suppliers.

Human Resources Assistant ABELA DELICES

Beirut, Lebanon
MAR 2023-MAR 2024

- Provide a range of administrative services to employees from joining to expiry of contract.
- Support the administrative processes for end to end employee experience.
- Respond to Administrative and HR queries from our Head and Regional Office.
- Provide support with the administration surrounding performance management and disciplinary processes.
- Follow up and coordinate employee's annual leave balance, sick leave, maintaining personal files.
- Perform various administrative duties to support HR records and administration requirements in line with compliance and record keeping requirements.
- Provide HR information for monthly payroll completion.
- Provide the attendance and the schedule for every month

Human Resources Internship BANK AUDI

Beirut, Lebanon
MAY 2022-JUL 2022

- Updating employee records with new hire information, screening resumes and scheduling interviews.
- Gathering payroll data like working hours, leaves and bank accounts.
- Schedule and confirm interviews with candidates.
- Address employee queries about benefits like number of remaining vacation days.

SOCIAL WORK

Social Work ENTA KARIM (NGO)

Sidon, Lebanon
NOV 2022-PRESENT

- Responsible for ensuring the effective implementation of logistics processes, whilst also covering administration work. service.

Social Work AHLOUNA ASSOCIATION

Sidon, Lebanon
MAY 2022-JUNE 2022

- Providing advice and guidance on health and sickness matters to managers, Heads of Institutions and employees.
- Processes transactions to disburse and account for payroll funds.
- Processes pay according to days worked for assigned work calendar.

EDUCATION

RAFIK HARIRI UNIVERSITY *Bachelors in Human Resources Management, Minor in Psychology*

Mechref, Lebanon
2018-2022

HOUSSAM EDDINE HIGH SCHOOL *International Program*

Sidon, Lebanon

KHALED INTERNATIONAL SCHOOL *International Program*

Riyadh, Saudi Arabia

SKILLS

- Excellent verbal and written communication skills
- Proficient in using Microsoft Office, including Word, Excel, and PowerPoint
- Team Work
- Time Management
- Leadership
- Languages: English and Arabic