

MALAK M. HARB

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PROFILE

International business graduate looking for an opportunity to utilize my skills in a professional work environment.

EDUCATION

Currently enrolled	Masters in Human Resource Management – <i>Lebanese International University</i>
Graduated: August 2022	Bachelor of Science in International Business – <i>Lebanese International University</i>
Graduated: June 2018	Baccalaureate in Economics and Sociology – <i>Borj International Collage</i>

EXPERIENCE

November 2021 – January 2022	HR administrative, Metropolitan Security <ul style="list-style-type: none">• Maintaining and updating employee's personal records• Managing HR documents
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KEY SKILLS AND CHARACTERISTICS

- Excellent communication and leadership skills
- Teamwork, Adaptability, self-learner, problem-solving
- Microsoft suite: Excel, Word, PowerPoint

LANGUAGES

Fluent in English and Arabic: written and spoken

OUTREACH AND CIVIC ENGAGEMENT

2021-2022	Group leader in BIC Summer Camp – group leader of 15 children aged between 5 and 9
2015 -2016	Volunteer with Adyan Foundation – visits to Infirmaries and Orphanages
2015-2016	Volunteer with BIC – visits to handicapped houses

REFERENCE

Available upon request