

Student. Hard worker. Leader. Passionate!

## EDUCATION

### Bachelor degree in Human Resources Management

Al-Maaref University

10/2019 - Present

Beirut

## WORK EXPERIENCE

### Human Resources Assistant Hotel Pearl of Beirut

04/2022 - 10/2022

Internship

Beirut

#### Achievements/Tasks

- Created, organized and maintained employee personnel files to keep sensitive data secure.
- Organized and attended hiring events and participated in job fairs to network with potential candidates.
- Processed employee status changes, keeping human resources systems and employee records up to date.
- Scheduled appointments, meetings and conferences with employees to discuss and mitigate personnel issues.

### Assistant HR Officer Trust Delivery

05/2021 - 03/2022

#### Achievements/Tasks

- Created and implemented highly effective and individualized human resource solutions for clients.
- Proposed organization design alternatives and presented relative merit.
- Purchased items and took inventory regularly to maintain proper supply levels.

### Security Guard Touch

01/2021 - 03/2021

#### Achievements/Tasks

- Addressed problems quickly and reported clear information while working under minimal supervision.
- Documented security-related situations and submitted in-depth reports to superiors.
- Followed established security and safety procedures and posted orders to include enforcement of company rules, policies and regulations.

## SKILLS

Teamwork and collaboration

Time management

Problem Solving

Microsoft Office

Google Drive

Social Media

Computer proficiency

Data entry skills

Leadership

## CERTIFICATES

· Unspoken Interview Fundamentals Virtual Experience Program from Forage.

· Workplace Preparation Virtual Experience Program from Forage.

· Data Analytics Consulting Virtual Internship from Forage.

· Human Resources Program from Forage.

· How to build and Scale a Fully Remote Onboarding Process that Actually Works (Webcast) from SHRM.

· Introduction to Campus Recruitment from Forage.

· Workplace Preparation Virtual Experience Program from Forage.

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

## INTERESTS

Sports

Volunteering and community involvement

Reading

Hiking

Mindfulness

Networking events