



ZEINAB SHEHADEH

HR REPRESENTATIVE

PROFILE

As a recent graduate, I have undertaken internships in the Banking sector. These placements have allowed me to develop sector knowledge and gain hands on experience, as well as expand transferable skills such as communication and analytical skills. My career aim is to gain a role that allows me to further my expertise and take on increased responsibility to reach mutual growth

CONTACT

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SKILLS

Core Competencies

Problem Solving	=====
Adaptability	=====
Collaboration	=====
Strong Work	=====
Ethics	=====
Time	=====
Management	=====
Critical Thinking	=====
Handling	=====
Pressure	=====
Leadership	=====
Microsoft Office	=====
Coordination	=====
Active Listener	=====

INTERESTS

- ✓ Sports
- ✓ Music
- ✓ Travel
- ✓ Read Books
- ✓ Watch Movies

LANGUAGES

- Arabic
Native or Bilingual Proficiency
- English
Full Professional Proficiency

EXPERIENCE

Customer Service Internship

Bank Audi, city | 08/2019 - 09/2019

- Developing and sustaining long-term customer relationships.
- Processing customer orders by filling out new account applications
- Providing detailed instructions to clients as well as being prompt, patient, polite, and remaining by their side throughout.

Teller Internship

BSL Bank, city | 07/2019 - 07/2019

- Overseeing customer account management, including contract and agreement negotiation to maximize profit.
- Demonstrating to customers that I remember them and appreciate their repeat business.
- Updating cash handling roles at the sub-department level for all payment receipt locations in a timely and accurate manner.

EDUCATION

Master's in Human Resources

American University of Science and Technology, Beirut | 2020 - 2022

Senior Project:

- LEARN & GROW, an application that assists university students in developing their future careers. (C.V. preparation courses, interview preparation)

Bachelor's In Business Management

American University of Science and Technology, Beirut | 2016 - 2020

Personal projects: Project Management (10/2021-12/2021)

- Worked as project manager for a company called ECOVILLE which is a Beirut-based startup whose main goal is to connect citizens who recycle with businesses that manage recycled materials

● **Personal Fitness Trainer**

Inspire Fitness Academy, Beirut | 2022 - Present

- Work with clients on a one to one basis
- Listen to a client's personal fitness goals
- Create customized training programs for clients
- Provide tips and advice on improving form and achieving their goals
- Build strong relationships with clients

TEXT

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