

# Ali Rida Hijazi

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## Human Resources Student

HRM student who's hoping to make the world a better place with as much effort as possible, with a great learning potential and handy organizational skills.

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### Skills

Bir El Abed, Beirut  
Lebanon

71/883797  
10220046@mu.edu.lb

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Patient	Dependable	Culturally Aware
Collaborative	Effective Note-taker	Positive-attitude
English Fluency	MS Office	Trustworthy

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### Experience

#### Call Center for COVID-19 Patients

May, 2020 - June, 2020, Haret Hreik

Calling patients to check on their symptoms, taking notes using spreadsheets, visiting patients that are in need

#### HomeSAT / Renewal Specialist Freelancer

July, 2022 - Present, Rouweiss

Catching up with expiring subscriptions, entering data in excel, writing renewal reports, answering customer calls and demands (satellite related)

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### Education

#### Al Mahdi Shahed Schools / High School Diploma

May, 2020, Borj Al Barajneh

#### Al Maaref University / Human Resources Management (ongoing)

February, 2021 - Present, Bir Hasan

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### Awards

- Earned a certificate in "Fundamentals of Competency Framework and Job Analysis" Workshop
- Earned a certificate in "National Social Security Fund" Workshop
- Earned a certificate in "LinkedIn Introduction" Program
- Attended many HR webinars
- Earned a certificate in "Lebanese Labor Law" Workshop