

Zeina Hamam

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Objective

A dedicated recent graduate with a degree in Human Resources Management seeking an HR position in a well reputed organization. Armed with strong communication and organizational skills, I'm eager to leverage my knowledge and skills for the growth of the company.

Education

Bachelor's degree in Human Resources Management Sep2020 - Jan2024

Sagesse University - Forn El Chebbek

Baccalaureate in Sociology and Economics Sep2019 - Jun2020

NEIGB - Saida

Experience

Human Resources Internship Aug2023 - Sep2023

Hammoud Hospital University Medical Center

- Assisting in processing and maintaining employee records, including social security documents.
- Assisting employees with inquiries and paperwork related to health insurance, retirement plans, and other benefits.
- Checking and updating the working hours of employees, insuring accurate and up to date timekeeping records.
- Creating employee badges, facilitating identification and access control within the organization.
- Filling warning papers for employees when necessary, insuring proper documentation and adherence to the hospital policies.
- Filling all personal forms and filing them.

Clinic Secretary

Jun2022 - Sep2022

Private Clinic

- Scheduling patient appointments, follow-ups, and coordinating with healthcare providers' schedules.
- Collecting and verifying patient information and medical history.
- Updating patient records both electronic and paper base.
- Greeting patients, answering phone calls, and handling inquiries.

Skills

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|---|------------------------------------|
| • Communication Skills | • MS Office |
| • Adaptability and Interpersonal Skills | • Team Organization and Motivation |
| • Research Skills | • Organizational Skills |

Languages

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- Arabic (Native Language)
 - English (Fluent speaking and writing skills)