

LARA SAMIR ISHKANTANA

PERSONNAL INFORMATION

Address: 4th floor, Abo Shala building, Beirut Arab University Street, Beirut Area.

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Email: laraishkantana78909@gmail.com

Date of Birth: 27/7/1998

Nationality: Palestinian

Marital Status: Single

PROFESSIONAL SUMMARY

To acquire a challenging position in a reputable and professional organization/company to expand my learning, knowledge, and skills. Moreover, to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the Organization/company.

EDUCATION

September 2016 - February 2022

Arts, Science and Technology University in Lebanon

Bachelor's Degree in Human Resources- Fresh Graduated

WORK EXPERIENCE

April 2022 – June 2022

Makhzoumi Foundation – Human Resources (Internship)

Responsibilities:

- Update our internal databases with new employee data including contact details and employment forms;
- Collect payroll information such as hours of work done by an employee, details of bank accounts, etc.;
- Assist in screening forms and resumes of applicants;
- Plan and schedule interviews with candidates;
- Manage job advertisements on job portals and social networks;
- Create reports on the HR-related process when required;
- Address queries and issues of workers when required;

- Review and distribute company strategies by hard copies (e.g. notice board, brochures) or in digital formats (e.g. email, posts on social networks/forums/company website);
- Assist the HR team in organizing career fairs and special events.

February 2018 – October 2019

Subway – Sales Assistant

Responsibilities:

- Greeting costumers who enter the shop;
- Keep the shop tidy and clean;
- Responsible dealing with customer complaints;
- Reporting discrepancies and problems to the supervisor;
- Working within established guidelines;
- Be involved in stock control and management;

July 2017 – May 2018

Mamas & Papas – Sales Assistant

Responsibilities

- Greeting customers who enter the shop;
- Be involved in stock control and management;
- Assisting shoppers to find the goods and products they are looking for;
- Being responsible for processing cash and card payments;
- Stocking shelves with merchandise;
- Answering queries from customers;
- Reporting discrepancies and problems to the supervisor;
- Giving advice and guidance on product selection to customers;
- Balancing cash registers with receipts;
- Dealing with customer refunds;
- Responsible dealing with customer complaints;
- Working within established guidelines, particularly with brands;
- Attaching price tags to merchandise on the shop floor;
- Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.;
- Receiving and storing the delivery of large amounts of stock;
- Keeping up to date with special promotions and putting up displays.

ADDITIONAL SKILLS

- Strong in building relationship and able to communicate at all levels.
- Self-directed, exceptionally organized, responsive, tenacious.

- Problem solving and decision-making.
- Problem solver, collaborative, strategic and tactical thinker.
- Communication influencing and negotiating skills.
- Integrity, Professionalism, Respect for diversity.

COMPUTER LITERACY

Microsoft Office: (Word, Excel, Outlook, PowerPoint).

Internet: E-mails, Chatting, Surfing the net...

LANGUAGES

Arabic: Mother Tongue.

English: Fluent in Reading, Writing and speaking.

French: good

INTERESTS

Camping, reading, traveling, movies, swimming, music

REFERENCES

Available upon request