



## SUMMARY

Forward-thinker, known for my dynamic and humanitarian approach, I excel in communication and emotional intelligence, dedicated and motivated to join a reputable, growth-oriented company as a junior Huma Resources Officer to excel in my career.

## EDUCATION

### Lebanese University

Bachelor's Degree in Psychology  
2019– 2023

## LANGUAGES

Arabic: Native  
English: Proficient  
French: Good  
Russian: Beginner

## SKILLS

### Soft Skills

- Leadership
- Communication
- Cultural awareness
- Ethical decision making
- Problem solving
- Emotional intelligence

### Technical Skills

- Research
- Employee Relations
- Organizing
- Continuous Learning
- MS Office

## CERTIFICATIONS

- NLP
- Human Resources Management
- Communication

## PROFESSIONAL EXPERIENCE

### CSR

Whish Money | May 2023 - Aug 2023

- Client Relationship.
- Financial Analysis.
- Product Knowledge.
- Compliance.
- Managing accurately substantial financial volume.

### Executive Secretary

Lebanese Army. | Jul 2018 - Oct 2022

- Head of secretariat department.
- Conducting internal and external affairs of the department.
- Principal's office personal assistant.
- Human Resources Officer.
- Operations Coordinator.

### Administrative Assistant

Lebanese Army | Ded 2011 - Jul 2018

- Data entry.
- Document management.
- Coordinating between different departments and branches.
- Providing logistic support to executive secretaries.