

JOULNAR ABOU CHAKRA

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SUMMARY

Results-driven graduate with a background in Maintenance and Industrial Engineering, and experience in bridging engineering and business. Passionate about data-driven decision-making, seeking opportunities in Business Analytics and International Finance to drive global innovation and sustainability.

EDUCATION

Bachelor of Science in Maintenance & Industrial Engineering

Lebanese University
2019 - 2023

Statistics & Probability, Algorithm & Programming, Numerical methods, Industrial Automation, Production Management.
GPA: 3.5 - Ranked 3rd

Classical Singing

Antonine University
2020 - Present

Online

WORK EXPERIENCE

HEXA Lebanon SAL

Community Officer • Aug 2022 - Present

- Overseeing physical infrastructure of the coworking space, marketing efforts and coordinating services such as cleaning, maintenance, security measures, access control systems and internet connectivity.
- Handling inquiries, tenants onboarding-offboarding, membership renewals, contracts, lease agreements and addressing member concerns or requests.
- Handling financial projections, budgeting, invoicing and collections.
- Organizing networking events, workshops, and social gatherings to encourage collaboration and a sense of belonging among members.

TechGenies (OFFSHORE) SAL

Admin Coordinator • Nov 2022 - Present

- Handling inquiries, onboarding, membership renewals, contracts, lease agreements and addressing employees concerns or requests.
- Handling procurement, logistics, insurance and budget.
- Organizing networking events, workshops, and social gatherings to encourage employee engagement.

HR & Admin Coordinator • Nov 2022 - Dec 2023

- Handled recruitment process, job posting, screening resumes, interviews scheduling and onboarding & offboarding of employees.
- Coordinated with external teams to enhance recruitment strategies.
- Handled inquiries, contracts, lease agreements and addressing employees concerns or requests.
- Handled procurement, logistics, insurance and budget.
- Organized networking events, workshops, and social gatherings to encourage employee engagement.

Copar, Mechanical Mold & Manufacturing

Internship • Aug 2021– Oct 2021

- Developed an engineering plan for the manufacturing warehouse.
- Planned an ergonomic draft using AUTOCAD showing inlet-outlet production and the loading-unloading of the products.
- Initialized improvement methods to increase efficiency of the workspace.

CERTIFICATIONS

Linux Unhatched

Cisco Networking Academy • 2022

Solar Energy basics

The State University of New York • 2022

LANGUAGES

English

Fluent

Arabic

Native

French

Fluent

SKILLS

- Strong problem-solving
- AutoCAD/Solidworks
- Interpersonal Skills
- Matlab/MPlab/Simulink
- Collaboration
- C++
- Critical thinking
- MS Office /Gsuite