

Savannah Khawam

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I am an International Relations graduate with 7 years of experience in human resources, administration, payroll and procurement management

Patient, able to adapt to new environments and changes and managing confidential information.

Very good communication skills; Multitasked with a good attention to details.

PROFESSIONAL EXPERIENCE

Operations Coordinator at Diffa Group Oct 2023-Present

- Coordinate team scheduling and attendance, ensuring adequate coverage for events and managing any scheduling conflicts including logistical support and client communication.
- Organize and lead briefing sessions for employees, ensuring clarity on event details and expectation.
- Collaborate with the operations team to ensure seamless coordination of hosts activities and event preparations.
- Assist with RSVPs with clients, confirming attendance and communicating event details effectively.
- Oversee all HR functions, including recruitment, onboarding, and performance management for hosts.
- Manage employee data and records, including updating information on HR platforms and ensuring compliance with regulations.
- Handle necessary paperwork, including contracts and other official papers.
- Contribute to the development and implementation of HR policies, procedures, and training programs tailored to the team.
- Post job openings, review resumes and shortlist candidates.
- Conduct first interviews.

Office Manager at RobocomVR Aug 2020-July 2023

- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off.
- Organize and manage new employee orientation, on-boarding, and training programs.
- Post job openings, review resumes and shortlist candidates.
- Conduct first interviews.
- Handle necessary paperwork, including contracts and other official papers.
- Provide payroll information by collecting time and attendance records.
- Prepare monthly payrolls.
- Calculate overtime, bonus and salary increase.
- Prepare quotations and purchase orders.

- Ensure the preparation of essential documents, such as visas, required for staff and travel arrangements.
- Supervise executive email correspondence, handling the forwarding and composing of responses.
- Maintain accurate record of inventory.
- Organize company personnel records and documentation.
- Manage calendars, schedule appointments, and coordinate meetings for executives and conferences.

**Payroll Specialist/ Procurement Specialist at Energreen Contracting SARL
Sep 2016-July 2020**

- Collect and verify timekeeping information and employee data.
- Calculate and process payroll, including regular pay, overtime, bonuses, and deductions.
- Prepare and distribute paychecks or direct deposits to employees.
- Generate payroll reports for management and accounting purposes.
- Ensure all payroll-related documentation is organized and accessible for audits and recordkeeping.
- Prepare projects' costs.
- Request Quotations from suppliers.
- Prepare Purchase Orders for sites.
- Coordinate with site engineers for material supplies.

**Sales Assistant at Chamelian Opticians
Feb 2013-Feb 2016**

- Assisting customers of the store with their purchases.
- Visual presentation and merchandising.
- Preparation of daily cash reports.
- Stock replenishment.

EDUCATION

BA in International Relations – Holy Spirit University of Kaslik – 2016.

SKILLS

Excellent MS Office knowledge.
Management platforms: Jira, Asana.
Very good IT literacy.

Languages: Fluent in written and spoken English, French and Arabic.