



Patil HARMANDAYAN

HR Generalist

I am seeking a suitable position within a reputable company to grow my skills, expertise, and knowledge in the general human resources department in reaching the company objectives and growing my experience within a professional HR Team.

Experience

Sales Representative

Mikesport

05/2023 – 06/2023

1-Negotiating Deals:

- Discussing terms and pricing.

2-Providing Product Knowledge:

- Offering detailed information about products to assist customers in making informed decision.

3-Reporting:

- Providing regular updates on sales activities, forecasts, and achievements to management.

4-Handling Objections:

- Addressing concerns or doubts that customers may have during the sales process.

Executive Assistant

Elifcom- Qubic Business Center

12/2021 – 01/2023

1- Secretary

- Help all the executive leaders to stay organised (Calendars)
- Manage office supply inventory.

2- Part-Time Accountant

- Analyse, and process financial records of the employees
- Prepare detailed files for the Auditors.
- Bookkeeper

3-Orientation

- Make sure all policies and procedures are updated.
- Make sure the new candidate has filled out the new induction.
- Introduce the new hire to the members of the company

4-Administration

- Make sure that employees' files are up to date.
- Follow up on employee complaints.
- Responsible for the ISO files related to all the departments.
- Coordinate with insurance companies to get the best deal for the construction sites and follow up on all related policies.

Contact

+961 76 391 027

pharmandayan@gmail.com

Beirut, Hamra street

Patil Harmandayan

Language

- Native language: **Armenian**
- Native language: **Arabic**
- Fluent in: **English**
- Fluent in: **French**

Skills

- Leadership and management skills
- Good communication
- Give good attention to detail
- Organization and time management
- Good analytical skills
- Able to work under pressure and obey deadlines.

Certificates & Achievements

1-ProAble X ShareQ:

Essentials of Disability and Inclusive Recruitment

2-Learn Business:

Tax On Salaries

3-Practical Accounting Academy

- Payroll Systems
- Strategic Planning
- Time Management
- Tax On Salaries

4-Haigazian University

CV Writing

5-RYLA 2024: Rotaract

Rotaract Young Leadership Award

Interests

- Music
- Volunteering
- Event Planning
- Sports

Hostess and Waiter Captain

TD Burger Restaurant

03/2020 – 11/2021

- Meet guests, Manage reservations.
- Enter all employees’ data, training, and performance.
- Monitor the restaurant activity and waiters.

Education

Haigazian University

2021 – 2025

BA- Business Administration- Emphasis in HRM

Ecole Saint-Famille Des Soeurs De Maronites

2006-2021

Baccalaureate Degree | Socio-Economic