

# Kawthar Sabra

## Human Resources Management

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A dedicated and driven Bachelor of Human Resource Management graduate from the University of Sciences and Arts in Lebanon, eager to apply theoretical knowledge and practical experience, gained through internships, to contribute effectively to a dynamic HR team.

### EDUCATION

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#### University of Sciences and Arts in Lebanon (USAL), Faculty of Management

- Bachelor of Human Resources Management, 2021-2024
- Education (Courses): International Human Resources Management, Organizational Behavior, Special Topics in Human Resources, HR Training and Development, Compensation and Reward System, Labor Law and Social Security, Negotiations and Conflict Resolution, Recruitment and Staffing, Leadership.

### WORK EXPERIENCE

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#### Human Resources Intern

##### Intermedic (Jean Farah Co.) s.a.l | August 1, 2023-September 28, 2023

- Gained valuable insights into HR processes, including recruitment, employee development, and separation procedures
- Attained a comprehensive understanding of company operations and departmental functions
- Assisted in organizing and maintaining employee records, ensuring accurate and up-to-date documentation
- Reviewed and analyzed employee performance appraisal forms, summarizing key findings for management review
- Managed CV submissions, categorized applicants based on qualifications and assisted in the preparation of job descriptions and profiles
- Participated in the evaluation of training programs and compiled data for performance reports
- Contributed to the documentation of the company's Quality Management System and compliance processes
- Developed proficiency in data management and analysis using Excel spreadsheets.

### CERTIFICATIONS

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#### University of Sciences and Arts in Lebanon | Dean's Honor List/Fall 2023-2024 (March 2024)

- Maintained a high GPA while effectively managing a rigorous academic workload (GPA=3.81/4)
- Proven ability to manage time effectively and thrive in a challenging academic environment
- Demonstrated dedication and motivation by achieving high academic standards

#### IENSTITU | Human Resources Management Course (July 2024)

- Gained expertise in recruitment, employee relations, and performance management
- Developed strategic HR planning and workforce analysis skills
- Acquired knowledge of labor laws and compliance in HR practices

#### The Open University | Human Resources: Recruitment and Selection Course (August 2024)

- Developed skills in designing effective selection processes and tools.
- Gained insights into legal and ethical considerations in hiring practices.
- Acquired in-depth knowledge of recruitment strategies, interviewing techniques, and candidate evaluation methods.

**Great Learning | Quality Management Course (August 2024)**

- Developed skills in process optimization and continuous improvement.
- Gained knowledge of quality control, assurance, and compliance standards.

**SKILLS AND OTHERS**

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**Skills:**

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|-------------------------------|---------------------------|-------------------------------|
| • Communication skills        | • Organizational behavior | • Presentation skills         |
| • Writing and research skills | • Team collaboration      | • Emotional Intelligence (EI) |
| • IT skills                   | • Quality management      | • Data entry and management   |
| • Time management             | • Attention to detail     |                               |
|                               | • Cultural awareness      |                               |

**Languages:**

Arabic: Native Proficiency	English: Fluent (written and spoken)	Turkish: Beginner
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**Volunteer:**

**GAME Lebanon | Playmaker (October 2017-October, 2021)**

**Volunteering Marathon | Change-maker (February 2024-Present)**