

Christy Haddad

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SKILLS

Problem Solving skills
Microsoft Office skills

Strong interpersonal skills
Exceptional organisational skills

Critical thinking skills

LANGUAGES

Arabic : Native Proficiency

English : Full Professional Proficiency

French : Elementary Proficiency

PROFESSIONAL EXPERIENCE

Human Resource Intern

ShareQ NGO | Aintoura- Lebanon

Currently

Organizing schedules for new hires carefully. This involves keeping accurate records of CVs and intern schedules using Excel, demonstrating strong data management skills. Also, assisting in coordinating training sessions and meetings. Researching and improving HR processes, like creating scoring systems and Google Forms, highlights proactive problem-solving and initiative.

Junior Administrative Assistant

Lambre Cosmetics | Zouk Mikeal- Lebanon

2023

Direct sales. Invoicing orders on orient system. Reassessing orders. Table forming on excel. Collaborated with consultants to address order inquiries, provide order status updates, and offer solutions to any issues or concerns.

Sales Associate

Mike Sport Outlet | Kaslik- Lebanon

2022

Drove sales through engagement of customers. Shared product knowledge.
Served customers by helping them select products.

Sales Associate

Basic Outlet Store | Kaslik- Lebanon

2022

Greeted and received customers in a welcoming manner. Handled customer complaints and responded to questions. Organized fitting rooms and clothing aisles.

EDUCATION & CERTIFICATIONS

Masters 1 in Human Resources Management

Lebanese University | Rabieh

Currently

Bachelors degree in Psychology

Lebanese University | Fanar

2020-2023

High School Graduate

Notre Dame De Louaize | Zouk Mosbeh

2020