

LEEN SLEIMAN

Operation Assistant

76192428 @ sleimanlynn33@gmail.com LinkedIn/LeenSleiman

Beirut

EXPERIENCE

Operation Assistant 07/2023 - 03/2024
J&P Steel and Work Dikweneh

EDUCATION

B.A. in Business Management 10/2020 - 08/2023
School or University Lebanese International University

- B.A. in Business Management

MBA in Human Resources 01/2024 - Present
School or University Université La Sagesse

- MBA in Human Resources (Ongoing)



SUMMARY

Results-driven Business Management graduate pursuing a Master's in Human Resources, dedicated to continuous improvement and adding value to organizations.

LANGUAGES

Arabic	Advanced	● ● ● ● ●
French	Advanced	● ● ● ● ●
English	Advanced	● ● ● ● ●

SKILLS

Data Entry · Invoicing Skills ·
Administrative Skills ·
Communication Skills