



# RANA HADCHITY

## CONTACT

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## OBJECTIVE

To leverage my academic background and practical experience to excel in a dynamic HR role, where I can apply my expertise in project coordination, onboarding processes, and continuous staff development policy. I am enthusiastic about fostering a positive work environment, and contributing to the growth and development of both individuals and the organization as a whole.

I am at your disposal for any information regarding my CV. With my appreciation, Please accept my best regards.

## SKILLS

### Computer & Software:

MS. Office (Word, Excel, PowerPoint, Teams), People 365, HIS, Laser fiche, Zoom.

### Languages:

Fluent in Arabic, French, English.

### Personal:

Hardworking, Dedicated, Result-driven, Details oriented, Motivated, Enthusiastic Learner, Proactive, collaborative, Dynamic, Outgoing and Sociable.

## PERSONAL INFORMATION

Nationality: Lebanese  
Date of Birth: 11<sup>th</sup> August, 1993  
Gender: Female  
Marital Status: Single

## EDUCATION

### September 2021 – Present:

Arts, Sciences, and Technology University in Lebanon University / AUL-Dekwaneh.

BA – Human Resources Management

### 2008 - 2011

Lebanese Official High School for girls - Jdeideh

Lebanese Baccalaureate – Humanities branch

### 1996- 2008

Collège Notre Dames Des Apôtres – New Rawda

Grade 9

## PROFESSIONAL EXPERIENCE

### 2019 – Present

Executive Assistant to the CEO

Mount Lebanon Hospital University Medical Center – Hazmieh

- Coordinating the World Health Organization project, "Training in Mechanical Ventilation, Airway Management, and General Care of Intubated Patients in ICU with and without SARS COV2 Infection for Doctors and Nurses."
- Establishing and preparing documents for the physician's onboarding process, conducting interviews with the CEO, and obtaining acceptance authorization.
- Supporting the HR department in the orientation process for physicians.
- Organizing continuous medical education courses for physicians.
- Attending committees and meetings, responsible for preparing detailed meeting minutes.
- Receiving and resolving all medical complaints efficiently.
- Managing schedules and calendars, ensuring effective time management.

- Arranging appointments and ensuring prompt follow-up.
- Responding to and forwarding telephone calls and emails promptly and professionally.
- Typing, formatting, proofreading, and editing official documents with precision.
- Updating and maintaining office files, records, correspondence, and database systems.

#### **2016 – 2019**

##### **Administrative Assistant**

G.E.S Consulting & Architecture Firm – Zalka

- Provided comprehensive clerical support utilizing various office equipment, including computers, fax machines, and photocopiers.
- Managed telephone communications by promptly answering and efficiently forwarding calls.
- Updated and maintained meticulous office files, records, correspondence, and database systems to ensure organizational efficiency.
- Assisted the accounting department in preparing accurate and detailed statements of accounts, contributing to the smooth financial operations of the company.

#### **2011 – 2016**

##### **Sales Advisor**

J.M.T.D Joy – ABC Dbayeh

- Engaged with customers to understand their needs and preferences, provided expert advice on products or services offered by the company.
- Actively promoted and sold products, ensuring a positive customer experience and meeting or exceeding sales targets.
- Stayed updated on product knowledge, industry trends, and competitor offerings to effectively communicate the value proposition of our products.
- Built and maintained strong customer relationships through effective communication, follow-up, and personalized service.
- Collaborated with the sales team to achieve collective goals and contributed to a positive team environment.
- Utilized CRM systems and other tools to manage and track customer interactions, leads, and sales opportunities.
- Handled customer inquiries, resolved issues, and ensured customer satisfaction, fostering long-term loyalty.
- Participated in training programs to enhance product knowledge, sales techniques, and customer service skills.
- Contributed to the development and execution of sales strategies to drive business growth.

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## **REFERENCES**

Available Upon Request.