

Ghadeer fadel

📍 Beirut, Lebanon

☎ +96176120099

✉ ghadeerfadel2@gmail.com

Professional Summary

Motivated and detail-oriented aspiring HR professional with a strong academic foundation in Human Resources Management. Eager to begin a career within an HR department where I can apply my organizational abilities, analytical thinking, and communication skills. Committed to learning and growing in areas such as recruitment, employee relations, and administrative support.

Education

Bachelor of Business Administration – Human Resources Management

American University of Culture and Education (AUCE), Beirut

fall 2021 – Spring 2024

GPA: 3.5 | Dean's Honor List (2x)

Certificate in Travel & Ticketing Consultancy

CIS college

Core Skills

- Strong attention to detail in documentation and data handling
- Analytical thinking and problem-solving
- Professional communication with internal and external stakeholders
- Familiar with Microsoft Office tools commonly used in HR reporting and presentations
- Organized and eager to learn HR systems and processes
- Reliable and team-oriented

Languages

- Arabic – Native
- English – Fluent
- Portuguese – Basic

Career Interests

- Recruitment and selection
- HR administration
- Employee onboarding
- Organizational culture and performance
- Payroll support and employee records