



GAELE BITAR

HUMAN RESSOURCES

I am a self-motivated and determined individual with a strong passion for Human Resources. My goal is to gain valuable experience in this field while continuously improving my skills and knowledge. My dedication to personal and professional growth drives me to work hard, adapt quickly, and excel in every opportunity I pursue. I aim to embrace new challenges and opportunities for growth.

EDUCATION

Lebanese Canadian University

AINTOURA-KESERWAN

2015 - 2020

BACHELOR IN HUMAN RESOURCE MANAGEMENT

Central College Jounieh

JOUNIEH-KESERWAN

2015

BACC. 2 - SOCIOLOGY AND ECONOMICS GRADUATE

EXPERIENCE

Admin HR Officer

EAGLE STEEL SOLUTIONS GHARZOUZ, LEBANON

Jul 2022 - Mar 2023

Handled a range of administrative duties, including office logistics, petty cash management, organizing a filing system for company documents, responding to queries from employees, clients, and suppliers. Performing basic purchasing and accounting tasks, managing factory workers' timesheets and driver task planning and coordinating maintenance schedules for machines and fleet vehicles.

Cashier

SOUK SIXTEEN JBEIL , LEBANON

Aug 2021 - Dec 2021

Provided exceptional customer service by assisting guests with menu selections and ensuring a positive dining experience. Maintained thorough knowledge of the menu to answer inquiries and offer recommendations. Managed orders with suppliers, ensuring timely and accurate delivery of inventory to meet operational needs.

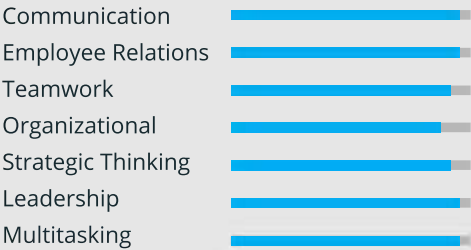
Team Leader

ZAATAR W ZEIT JEITA , LEBANON

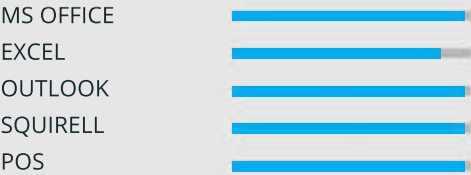
Jul 2019 - Jul 2020

In my role as a Team Leader, I focused on providing excellent customer service while promoting product upselling to achieve sales goals. I was responsible for communicating objectives to the team, delegating tasks to maximize productivity, and maintaining precise records of filing and waste inventory. I also handled problem-solving to ensure seamless operations and consistently reported progress to the branch manager.

SKILLS



SOFTWARE



LANGUAGES

ARABIC	ENGLISH
Native Proficiency	Bilingual Proficiency
FRENCH	
Limited Working Proficiency	

CERTIFICATIONS

ENGLISH LANGUAGE CERTIFICATION TEST

British Council IELTS (International English Language Testing System)

Copy available upon request

INTERESTS



Music



Reading



Outdoor
Activities



Networking



Volunteering



Organizing
Events

REFERENCES AVAILABLE UPON REQUEST

Waitress

Apr 2017 - Jun 2019

ZAATAR W ZEIT JEITA , LEBANON

Provided excellent customer service as a waitress, utilizing in-depth menu knowledge to assist guests and effectively upsell products. Received kitchen training to support order preparation, ensuring seamless communication between the front and back of the restaurant.

HR Internship –
Learning and Development
Department

Oct 2019

ZAATAR W ZEIT JEITA , LEBANON

During my internship at Zaatar w Zeit Lebanon, I completed basic food safety training and handled data entry for employees' training results. I also took part in a leadership workshop and was assigned a project to update the menu training program, which improved the effectiveness of training resources and operational procedures