

Sana Nasr

Business Management

+961 76 182 102 | Sananasr993@gmail.com | Kalhat al Koura, Lebanon | www.linkedin.com/in/SanaNasr

A dedicated and enthusiastic professional with a strong foundation in business management. I've developed my capabilities through a blended background in recruitment and administrative support. Eager to learn and grow in HR, I am seeking a role where I can leverage my organizational skills and attention to detail to contribute to business success in fast-paced environments.

Education

- Masters in business administration (MBA) | University of Balamand **Dec 2024**
- Bachelor's degree Business Administration-Management | University of Balamand **May 2022**
- Baccalauréat Libanaise | Sciences Economiques | Collège Notre Dame Du Balamand **June 2018**

Experience

Recruitment Assistant | MENA Executives -Recruitment Agency **June 2025-Present**

- Collaborated with hiring managers to define job requirements to identify hiring needs and define role requirements.
- Conducted full-cycle recruitment for senior-level professionals across multiple industries in the MENA region, from briefing to placement.
- Acted as a liaison between candidates and clients, providing updates and ensuring professional and responsive experience on both sides.
- Pitched services to potential clients, prepared business portfolios, and negotiated contracts.
- Built a robust candidate pipeline, leading to a 50% growth in candidate pool diversity.
- Handled administrative and onboarding documentation, ensuring a smooth process for both candidates and clients.

Human resources Internship | Nini Hospital **Feb2025-March 2025**

- Maintained, managed, and retrieved confidential employee documents and HR records as per HR team requests, ensuring compliance with HR policies and hospital regulations.
- Provided administrative support to the HR team, assisting with daily operations.
- Coordinated and organized Job Applications Days twice per week, handling an average of 30 applicants per week.
- Assisted applicants with application forms and required documentation, ensuring accuracy and completeness.

Graduate assistantship, Admissions Office | University of Balamand **Sep 2023-Dec 2023**

- Provided information about the admissions process to prospective students and parents, ensuring clear understanding of application procedures.
- Collected and processed documents for new students, ensuring all necessary paperwork was completed for a smooth enrollment process.
- Responded to inquiries from students, addressing their questions and concerns in a timely and courteous manner.

Educational Achievements

- Attained a top 16 ranking with my team in the CircularPRO Global Challenge among 1,168 teams from 75 countries, collaborating on eco-friendly product design to reduce carbon footprint and avoid greenwashing, targeting eco-conscious consumers, spearheading digital transformation for environmental impact, and aligning sustainability with profitability.
- Led Business Plan Project: Spearheaded a team for a Business Plan Project recognized as the Best Innovation Idea among 9 competing teams by the Tripoli Entrepreneurs Club judges.

Skills

- Computer Skills: Microsoft Word, PowerPoint, Excel, Outlook and Microsoft Project.
- Professional Skills : Leadership, Teamwork, Project Management, Client relations.
- Languages: English, French, Arabic