

# Nour Maad

## Personal information

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Social Status: Single

Nationality: Lebanese

Gender: Female

DOB: February 9<sup>th</sup>, 1998

Permanent Address: Beirut-Selim Salam

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Website: <http://www.linkedin.com/in/nour-maad-4708a017b>

## Career Objective

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Passionate Human Resources Officer seeking to leverage my expertise in compensation and benefits, talent management, and employee relations aligning with the Human Resources strategies and supporting organizational development.

## Professional Experience

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**October 11<sup>th</sup> 2021-Till Date**

**SADCO SARL**

**Beirut, Lebanon**

Human Resources Officer

- Maintain Attendance and Leaves record.
- Assist in the recruitment process (Screening & scheduling interviews) as well as interviewing junior level positions.
- Prepare requested Letters and Forms.
- Planning activities for social engagement.
- Handling Medical, Car, and Work Accident Insurances.
- Preparing monthly reports for Liter Plus (Fuel Intake) in addition to related HR reports, NSSF and MOF yearly declaration, and Schooling report.
- Assist in the KPIs process.
- Mentoring new joiners and handling the onboarding process and all related documents.
- Conduct exit interviews.

**December 21<sup>st</sup> 2020-October 7<sup>th</sup> 2021**

**CPlus Services**

**Beirut, Lebanon**

Human Resources Assistant

- Assist with the day to day operations of the HR functions and duties.
- Handling the attendance from A to Z, and calculating the salaries for the Man Power employees.
- Assisting the accounting department through cash and the collection process.
- Preparing the monthly project salaries report, and updating it daily.

- Communicating with employees from different cultures for problem solving issues.
- Schedule interviews for the selected candidates with the HR Manager.
- Interviewing walk in candidates.

**October 5<sup>th</sup> 2020-December 18<sup>th</sup> 2020      Specialty Clinics Center      Beirut, Lebanon**

Medical Secretary

- Handling and transferring incoming calls.
- Greeting and interviewing patients to collect information.
- Billing Patients and handling petty cash.
- Rely Information between personnel.
- Schedule and confirm appointments.
- Buying supplies for the clinic.

## **Internships**

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**February 10<sup>th</sup> 2020-March 13<sup>th</sup> 2020      Danish Refugee Council      Beirut, Lebanon**  
Human Resources and Administration Intern

**September 18<sup>th</sup> 2019-January 31<sup>st</sup> 2020      Le Commodore Hotel      Beirut, Lebanon**  
Human Resources Intern

**July 1<sup>st</sup> 2019-July 26<sup>th</sup> 2019      Banque du Liban      Beirut, Lebanon**  
Internship Program

**June 25<sup>th</sup> 2018 - July 20<sup>th</sup> 2018      Bank Audi SAL      Beirut, Lebanon**  
Internship Program

## **Education**

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**September 2025-Till Date      Lebanese International University      Beirut, Lebanon**  
Masters in Business Administration  
Expected graduation in 2027

**February 2021-February 2022      Lebanese American University      Beirut, Lebanon**  
Human Resources Management Associate Diploma

**August 2016 – May 2019      Beirut Arab University      Beirut, Lebanon**  
Bachelor in Business Administration in Management  
CGPA 3.44

## **Skills and qualifications**

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- Computer skills: MS (Access, Excel, Word, PowerPoint, IT, Outlook, Computer essentials, Online essentials) (ICDL Certificate).
- Languages: Fluent in English and Arabic, written and spoken.
- Good written and verbal communication skills.
- Knowledgeable of social media and internet browsing.
- Ability to work independently or as a part of a team.
- Able to work under pressure.
- Meeting deadlines and work efficiently.
- Fast and dedicated learner.

**References:** Available Upon Request