

PERYN ANDRAOS

Lebanon-zalka. 70544400. peryn.andraos005@icloud.com

SUMMARY

Final-year Human Resources student with a strong foundation in recruitment, training, and employee relations. Highly organized with good communication and analytical skills. Seeking an HR internship to gain hands-on experience and contribute to organizational development.

WORK EXPERIENCE

Receptionist – CAK-fitness square

2024

- Welcomed visitors and handled front-desk operations professionally
 - Managed phone calls, emails, and appointment scheduling
 - Maintained organised records and administrative documents
 - Coordinated with different departments to ensure smooth daily operations
 - Demonstrated strong communication, confidentiality, and time-management skills
 - Assist with membership paperwork, process contracts, and issue member cards.
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EDUCATION

Bachelor Degree in Human Resource Management

fall 2023-spring 2026

Antonine University - Lebanon

ADDITIONAL INFORMATION

- Computer skills: Microsoft Word, excel, Powerpoint
- languages: Arabic, English, French
- Soft Skills: Communication, organization, confidentiality