

# Yasmine Yehya Ghomrawi

Lebanon-Tripoli

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## Personal Statement

As a Human resource student, I am keen on developing my skills, applying the knowledge already taken, and acquiring new information while adding a value to the Hospital that I will be working for. I am currently performing an HR internship in al-Ribat association, where I am working on staff's timesheet, leaves, filing and interview's conduction, in addition to an HR internship done previously in Nini Hospital. Moreover, I have an extensive experience with local and international non-governmental organizations as a tutor, facilitator and trainer.

## Skills

- Filing & Archiving
- HR Database Management
- Recruitment support
- Active Listening and problem solving
- Payroll Assistance
- Microsoft office (Word and Power point)
- Fluent in Arabic, Moderate in English and French

## Education

### Master's Degree (M2) in Human Resources

Lebanese University, Tripoli, Lebanon | 2021-2022

### Master's Degree (M1) in Finance

Lebanese University, Tripoli, Lebanon | 2018-2019

## Work Experience

### HR & Admin Assistant | Ribat Association | July 1, 2023 – Present

- Maintain both digital and physical employee records
- Update HR databases, including new hires, separations, vacation, and sick leave tracking
- Assist in payroll preparation by providing relevant data such as leave records, contracts, timesheets, and ID information

### Achievements:

- Successfully manage the personnel files of 300 employees at Ribat Association

### Trainer about Written CV & Preparation for interview | Ribat Association

- Trained 20 youth volunteers (male and female) on how to create ATS-friendly CVs.
- Delivered sessions on interview preparation techniques and professional presentation

### Psycho Social Support and Life skills Facilitator | Ribat Association | Warchild | Save the Children | 2018-2023

- Facilitated interactive sessions for children and youth aged 6–18 on topics such as **self-confidence**, **violence prevention**, and **time management**.
- Applied creative methods to ensure engagement and understanding among participants

## **Internship**

### **Human Resources Internship | Al-Ribat Organization | June 2021 – July 2021**

- Managed employee personnel files
- Prepared and maintained employee timesheets, leave records, and bonuses
- Assisted the HR Officer during interviews
- Performed additional tasks as requested by the HR Officer

### **Accounting Internship | AMMCO Company | September 2018 – March 2019**

### **Human Resources Internship | Nini Hospital | Two Months in 2017**

- Managed employee personnel files
- Followed up with employees regarding social security matters

## **Workshops and Trainings**

- Attended a training session focused on Kaya Platform About ATS-Friendly CV & Interview Tips
- Attended a training session focused on LinkedIn optimization and creating an ATS-friendly professional CV. The training, provided by Careerly
- Completed a Human Resources training with the Michel Daher Foundation
- Training with Centre mine also addressed challenges in job application processes, including:
  - Crafting CVs and preparing for interviews-
  - Effective body language during interviews