

# NOF HSAYAN

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Management graduate from Lebanese International University (LIU) with a strong focus on Human Resources. Skilled in teamwork, communication, and understanding business operations. Highly motivated to gain real-world experience, contribute to organizational success, and build strong professional connections within the HR and business management field.

## EXPERIENCE

JUNE 2024 – INTERSHIP

**ADMIN AND HR ASSISTANT**, AT INTERESTING TIMES

- Assisting in filing and maintaining the attendance sheet
- Tracking and reporting on employee leave days
- Supporting the recruitment process by sourcing suitable profiles and sharing them with the HR
- Organizing and maintaining HR records and files
- Coordinating internal workshops and meetings
- Handling general administrative tasks
- Assist in contract reviews with HR departments across various countries

## EDUCATION

2022-2025

**BACHELOR DEGREE**, AT LEBANESE INTERNATIONAL UNIVERSITY

Bachelor in business administration in business management, business management

## SKILLS

- Problem solving
- Time management
- Analysis
- Decision making
- Communication skills
- Administrative skills