

# Ghenwa Abi Rizk

Achkout – Lebanon  
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## Work Experience

October 2015 – Present:

Administration and HR Executive at TechnOrion International S.A.L. Offshore

### **Administration**

- Manage office supplies and purchases
- Prepare / Review payment vouchers
- Manage fixed assets and filing
- Settle invoices (electricity, telephones, municipality, insurance, etc.)
- Prepare external and internal correspondence
- Monitor company's cash flow
- Manage contracts and payments
- Issue invoices and follow up on clients' payments
- Help in shareholders' financial reports

### **Human Resources**

- Perform recruitment and employment activities
- Manage employees' files
- Manage leave plans
- Process monthly payroll
- Monitor employees' attendance
- Perform employees' termination activities

June 2015 – September 2015: French and English Teacher at “Plus Pas Moins” Learning Center

July 2014 – November 2014: Waitress at Pulse Club Achkout

June 2014 – July 2015: Hostess at Elite PR and Events

## Education

2012 - 2015

**Lebanese University – Faculty of Information – Second Branch – Fanar**

BA – Public Relations and Advertising

Coursework: Public Relations and Advertising bases, analyses and strategies, Marketing, Communication, Electronic and Social Media

2012

**College Notre Dame de Louaize – Zouk Mosbeh**  
Lebanese Baccalaureate, Economical Sciences (ES)

## Skills

- Computer skills: Microsoft Office (Word, Excel, Power Point, Access, Outlook) and Photoshop
- Languages: Arabic, French, and English (Read, spoken & written)

## Personal Details

- Marital Status: Single
- Date Of Birth: November 11, 1994