

# Y A H I A T A B S H

Lebanon || +961-70 998 109 || ytabsh@aieserve.org

## Overview

I'm dedicated young professional who studied business administration. I volunteered in Aie Serve where I served on the Board of the organization, handling the accounting, volunteer recruitment and numerous administrative and logistic matters.

**Previous Experience:** Human Resources, Administration & Coordination, Accounting, Event Planning & Logistics.

## Education

<b>BS. in Business Administration – Balamand University</b> <u>Student Activities:</u> Football Varsity Team in Balamand	<b>- Lebanon</b>	<i>2014-2017</i>
<b>Sociology &amp; Economics – National Protestant College</b> <u>Student Activities:</u> Football Varsity Team in NPC	<b>- Lebanon</b>	<i>Graduated 2014</i>

## Volunteer & Work Experience

<b>Aie serve (Certified trainer)</b>	<b>-Lebanon</b>	August 2018-Present
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Trainer at Negotiation workshop days July 29 and August 5

<b>Headquarter MIDDLE EAST AIRLINES (Reservation Control)</b>	<b>-Lebanon</b>	April 2018 – Present
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Responsible for any air flight cancellation and reallocation.

- Daily task responsibility is to check every day's tickets to maintain that all the booked passengers have legal tickets.
- Delayed flights are also our responsibility to inform passengers about.

<b>Intern – The Top Talent ( Research Consultant )</b>	<b>-Lebanon</b>	January 2018 - February 2018
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- Worked as a Research Consultant in this Recruiting Agency, searching for the right candidates of a specific position for any organization in the GCC and MENA Region.
- Contacted the Candidates for interviews and following up with them with reporting to the Senior Manager.

<b>Intern – Commugage</b>	<b>- Lebanon</b>	<i>2015</i>
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- Worked with the founder of a new social enterprise called Commugage in organizing a conference bringing together NGOs and Corporate Organizations as part of the CSR Lebanon Conference.
- Handled logistics and client meetings for consulting and training services by Commugage.

<b>Board Member &amp; Recruitment Officer – Aie Serve</b>	<b>- Lebanon</b>	<i>2014 - Present</i>
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- Participated in Board Meetings and decision making on various programs, volunteer activities, partnerships, training programs and recruitment of new coordinators.
- Oversaw the operations of the Program Coordinators and Officers throughout the past 3 years.
- Assisted in handling logistics, accounting and administrative matters in Aie Serve as a Board Member.

## Training & Workshops

<b>Corporate Social Responsibility(CSR) Forum by CSR Lebanon in Phoenicia</b>	<i>2015</i>
<b>Speed Mentoring on HR at AUB by the Global Shapers Community (an Initiative of World Economic Forum)</b>	<i>2015</i>
<b>Series of Workshop on Marketing, Soft Skills and Volunteerism at Aie Serve</b>	<i>2014 till 2016</i>
<b>Worked as Logistic For The Global Shapers Mena For The Event of Summer 2017</b>	<i>2017</i>
<b>Attended Human Resource Training in Pheonicia.</b>	<i>2017</i>
<b>Manchester City Football Academy (Recipient of Multiple Award)</b>	<i>2010 till 2013</i>

## Hobbies

Football || Swimming || Music