

## Grace Hagop Bajanian

### Fresh Graduate CV

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**CAREER GOAL** I am hoping to acquire a challenging human resources management position where I make use of my extensive knowledge and interest in the field of HRM and communication in order to handle staff recruitment and promote employee relations to increase the overall effectiveness of your company's workforce

### PERSONAL INFORMATION

Nationality: Lebanese/Armenian

Place of Birth: Lebanon

### KEY QUALIFICATIONS

- Excellent communication skills
- Developed problem solving skills
- Ability to work under pressure
- Quick learner and adapter
- High emotional intelligence
- Highly dedicated and organized

### EDUCATION

- **Haigazian University – Fall 2014 till Spring 2018**

Bachelor of Science in Business, HR Management

- **Y.M.C (Yeghishe Manoukian College) - 2001 till 2014**

Baccalaureate of Economics and Sociology

### EMPLOYMENT

- **Private tutoring – 2015/2016**

**Position:** Private tutor

**Duties:** Providing students with private schooling sessions

- **Haigazian University, Hamra, Library Department–  
2017/2018**

**Position:** Library Assistant

**Duties:** Librarian, Administrative work

- **Haigazian University, Hamra, HRM Recruitment Head Office – 2016**

**Position: HRM Assistant**

**Duties:** Providing orientation programs, HR administrative work

- **Plexi Art, Nahr Ibrahim – August 21, 2017 till September 15, 2017**

**Position: Intern**

**Duties:** Internship Program, Rotation around all departments

- **NB Trading, Bourj Hammoud**

**Position: Sales agent**

**Duties:** offering products for clients, assisting in achieving sales target

#### **EXTRA CURRICULAR ACTIVITY – COMMUNITY SERVICE**

- Dance club
- Civic Engagement Programs
- Volunteer work

#### **SKILLS AND STRENGTHS**

- Attention to details
- Neat leadership behavior
- Teamwork
- Good time management
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Access)

#### **HOBBIES**

- Sport Activities (Football, Dance, Swimming)
- Outdoor activities (Camping, Hiking)
- Indoor activities (Cooking, Makeup)
- Reading

#### **LANGUAGES**

- English (Fluent)
- Arabic (Mother Language)
- Armenian (Mother Language)
- Turkish (Amateur)
- French (Amateur)

#### **REFERENCES:**

Provided upon request