

Zeinab Harissa

HR assistant

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Beirut

6/04/2000

Lebanese

I am a dedicated and motivated professional with a Master's degree in Human Resource Management and a strong academic background in business and organizational development. Passionate about creating positive work environments, I bring expertise in recruitment, employee engagement, and policy implementation. I thrive on building strong relationships and aligning HR strategies with business goals to drive growth and efficiency.

SKILLS:

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- Strong communication and interpersonal skills
 - Team collaboration and pressure handling
 - Leadership and supervisory capabilities
 - Attention to detail
 - Basic computer skills such as Microsoft, excel, PowerPoint.

EXPERIENCE:

Internship

At CEMA Medical Center

March-June 2022

Internship

At Al Sahel Hospital

October-December 2022

Assistant to Ophthalmologist and Orthopedic Surgeons
Human Resource Management Trainee

August 2018-Present

Meshkat Education – Crest Board USA

May 2024

- Completed intensive 40-hour training in HR functions and policies
- Gained practical knowledge in recruitment, employee relations, and HR strategy -
Worked on case studies and role-playing scenarios to simulate real HR situations

Education:

Master of Business Administration in Human Resources
Management

July 2025

Lebanese international university (School of Business)

Bachelor in Biomedical Science

January 2023

Lebanese international university (Faculty of arts and science
– Beirut campus)

Lebanese Bacc II Sociology

and Economics

Al Amlied High School - Beirut 2018

Human Resource Management Diploma

Meshkat Education – Crest Board USA

Issued: May 1, 2024

- Successfully completed a 40-hour training in Human Resource Management.

- Covered topics such as HR planning, recruitment, performance evaluation, and organizational behavior.
- Developed a deep understanding of HR principles and best practices.