

# Summary

Organized Administrative professional with experience supporting senior management, coordinating office operations, managing documentation, and handling internal and external communications.

Skilled in scheduling, reporting, event coordination, and process improvement to ensure efficient daily operations.

Known for reliability, discretion, and strong time-management skills.

## CORE PROFICIENCIES

**HR & Administration:** Recruitment & Onboarding, Payroll & Benefits Coordination, Employee Relations, HR Records & Compliance, Performance Management, Office Administration

**Professional Skills:** Team Coordination, Process Improvement, Time Management, Problem Solving, Stakeholder Communication

**Tools & Languages:** Microsoft Excel (Intermediate), Word, PowerPoint, Google Workspace | English (Fluent), Arabic (Native)

## Work Experience

### The Lebanese Organization for Studies and Training (lost)

March 2025 – Aug 2025

#### Internship with Head Branch Manager and Meal Officer

- Provided high-level administrative support to senior management, managing calendars, meetings, and executive correspondence.
- Prepared professional reports, presentations, and internal memos aligned with corporate communication standards.
- Coordinated internal and external meetings, events, and conferences, handling logistics, vendors, agendas, and post-event reports.
- Managed confidential HR, legal, and contractual documents while ensuring strict data protection and compliance.
- Improved administrative procedures, supporting smoother workflows and increased office efficiency.
- Assisted with budget tracking, purchase orders, and expense reconciliation in coordination with finance teams.

### Assistant Manager | Safe Side Association

July 2024 - Jan 2025

- Coordinated administrative operations, including donor communication, grant documentation, and volunteer scheduling.
- Maintained accurate cash logs and expense records to support transparent financial reporting.
- Managed internal communications, inventory tracking, and office logistics for ongoing projects.
- Assisted in organizing staff development and team-building activities.
- Responded to stakeholder inquiries and resolved operational issues before escalation.

### HR & Administrative Intern | Berdawni Water

Feb 2024 - June 2024

- Supported full recruitment cycles, including job postings, interviews, onboarding, and documentation.
- Assisted in payroll processing, benefits coordination, and compliance with labor regulations.

- Maintained employee records, contracts, and HR documentation for audits and internal reviews.
- Supported performance reviews, leave tracking, and employee lifecycle processes.
- Assisted in employee relations matters and internal training coordination.

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**Education: Antonine University****Bachelor of Business Administration - Human Resources**

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**Certifications & Training****✓ PwC Elevate Programme – Riyadh, Saudi Arabia (Nov 2023 – Mar 2024)**

- Selected among an alumni group of 25 participants.
- Gained exposure to corporate strategy, operations alignment, and professional business environments.

**✓ University of Minnesota Business School**

- Human Resources Management Capstone: HR for People Managers
- Managing Employee Performance
- Recruiting, Hiring, and Onboarding Employees
- Managing Employee Compensation