

# DARIN BERJAOUI

## Human Resource Generalist

Beirut, Lebanon | Mobile: +96176714046 | Australian-Lebanese Citizen  
Email: [Darine.berjawi@gmail.com](mailto:Darine.berjawi@gmail.com) | LinkedIn: [linkedin.com/in/darine-berjawi-7b4810139](https://www.linkedin.com/in/darine-berjawi-7b4810139)

### WORK EXPERIENCE

<b>CannaPiece   2024-Present</b> <i>Sales Manager   E-commerce Platform for Selling Bags</i> <ul style="list-style-type: none"><li>- Provide excellent customer service through various channels, including email, live chat, and social media, to address inquiries, resolve issues, and ensure customer satisfaction.</li><li>- Identify opportunities for strategic partnerships and expansion into new markets or product categories.</li></ul>	<b>Beirut, Lebanon</b>
<b>Digital Dive Investment DDI – Family Business   Nov 2020 – December 2023</b> <i>Executive Assistant and Office Manager</i> <ul style="list-style-type: none"><li>- Act as the point of contact among executives, employees, clients and other external partners</li><li>- Manage information flow in a timely and accurate manner and make travel and accommodation arrangements</li><li>- Rack daily expenses and prepare weekly, monthly or quarterly reports</li><li>- Format information for internal and external communication – memos, emails, presentations, reports</li><li>- Screen and direct phone calls and distribute correspondence</li></ul>	<b>Sydney, Australia</b>
<b>FransaBank S.A.L   2018 - July 2020</b> <i>HR Generalist</i> <ul style="list-style-type: none"><li>- Assist with the implementation of organizational development such as, workforce development, key employee retention, organizational design and change management</li><li>- Manage employee information such as, personal data, benefits, attendance, unpaid leave, business card and stamp as well as the vacation leave of the support team</li><li>- Provide support to managers and employees in resolving conflicts and work on improvements</li><li>- Attend trainings and seminars to stay current on Human Resources laws, legislation, and trends</li><li>- Review candidates' qualifications, arrange interviews and screen candidates</li></ul>	<b>Beirut, Lebanon</b>
<b>FransaBank S.A.L   2017 - 2018</b> <i>Officer   Planning &amp; Staffing Department   Human Resource Division</i> <ul style="list-style-type: none"><li>- Assist in candidate screening and interviewing and in new employee onboarding</li><li>- Evaluate new staff and assist with new employee orientation and design and plan work shift schedules</li><li>- Provide assistance with payroll procedures and activities and identify staffing and recruiting KPIs</li></ul>	<b>Beirut, Lebanon</b>
<b>FransaBank S.A.L   2013 - 2016</b> <i>Administrative Assistant   Human Resource Division</i> <ul style="list-style-type: none"><li>- Provide administrative support for HR executives</li><li>- Help in payroll management, preparation and payment</li><li>- Answer employees' questions and provide requested information</li></ul>	<b>Beirut, Lebanon</b>
<b>American University of Beirut Medical Center   2012 - 2013</b> <i>Clinic Assistant at Women's Health Center</i> <ul style="list-style-type: none"><li>- Creating a positive experience by welcoming and assisting clinic patients.</li><li>- Guiding patients through the clinic's various facilities and procedures.</li><li>- Preparing patient files by obtaining personal and health information.</li></ul>	<b>Beirut, Lebanon</b>

### EDUCATION

<b>AMERICAN UNIVERISTY OF SCIENCE AND TECHNOLOGY   2008 - 2013</b> <i>Bachelor's Degree in business management</i> Emphasis in Human Resource	<b>Beirut, Lebanon</b>
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### EXTRA CURRICULAR ACTIVITIES

<b>Organize Gala Dinners   2017</b>	<b>Beirut, Lebanon</b>
<b>Employee Rewards and Recognition   2018</b>	<b>Beirut, Lebanon</b>
<b>Diversity and Inclusion Committee   2018</b>	<b>Beirut, Lebanon</b>

### AWARDS & CERTIFICATIONS

- Employee of the Month | Lebanon | 2018 | FransaBank S.A.L
- Conscious Bias Workshop | Sydney | 2020 | Online

### LANGUAGEES & SKILLS

<b>Languages</b>	English ( <i>Native</i> ), Arabic ( <i>Fluent</i> ), French (Intermediate)
<b>Soft Skills</b>	Microsoft Office ( <i>Word, Excel, PowerPoint, MS Outlook, Project Management, Team</i> ) Reference available upon request