**REINE**

E-mail : reine-395652@gulfjobseeker.com

**OBJECTIVE**

Training and Recruitment HR Associate, possessing a Master’s degree in Leadership and Human Resources management, with excellent team-working and communication skills, seeking for a better position in human resources at your esteemed organization.

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| **EDUCATION** |  |  |  |
|  |  |  |  |  |
| September 2016 | – July 2018 | Université Saint-Joseph |
|  | **Masters in Leadership and Human Resources Management** |
| September 2013 | -June 2016 | Université Saint-Joseph |
|  | **Bachelor of Business and Management** |
| 2013 |  | Ecole 'Saint-Vincent' des Filles de la Charité – Clémenceau |
|  |  | **Lebanese baccalaureate II (Specialization in Sociology and Economy)** |
| **WORK EXPERIENCE** |  |  |
| March 2017-Present |  |

**HR Specialist - Training and Recruitment**

* Manage and monitor daily attendance records including vacation, sick leaves, etc…
* Manage the training plan of the year and budget
* Handle the BDL required tests and follow up with employees
* Provide day to day assistance and guidance to employees on various Human Resources matters.
* Prepare administrative and legal documents related to personnel.
* Contact candidates for interviews
* Support potential candidates to undergo the recruitment tests
* Apply the recruitment process and induction for new recruits
* Manage the internship program
* Job posting and filling vacancies on bank’s website
* Manage CV database to ensure proper information are logged on the system for future retrieval.
* Assist in the preparation of corporate employee events.
* Prepare and organize internal and external trainings for employees.
* Prepare employee’s delegation, assignments and transfers official documents and apply it on the bank internal website and employee’s personal profile
* Manage travel and hotel reservation, payments, travel allowances and training fees vouchers
* Prepare transportation fees for employees
* Manage the Resignation process
* Organize scanning and filing of employees’ files
* Update employee’s relatives’ eligibilities on system (tax exemption, family eligibility, medical)
* Apply payroll transactions on system for the delegated Jordanian employees

October 2016- November 2016

**Junior Account Manager**

* Contacting clients daily & maintaining positive relations
* Creating new connections
* Updating client’s portfolio
* Assisting in maintaining a customer and contact database for further follow up.

Page **1** of **2**

May 2016- September 2016 Residence USJ

**Secretary**

January 2016 – June 2016 USJ Student Affairs Office

**Student Liaison**

* Informing the students on campus about the events happening in the university**.**
* Provide participants and sponsors.
* Maintain all logistic matters during the event.

November 2015 – May 2016 Infomed International for Events

**Registration Hostess**

* Registering participants and distributing relevant materials and providing general information to participants as necessary.

September 2015 – June 2016 Select Hostessing Agency

**Hostess**

* Greeting and registering participants and distributing relevant materials**.**

September 2013 – October 2014 Diffa Agency

**Hostess**

* Greeting and directing guests upon arrival.

July 2014 – February 2015 Kidzmondo

**Artistic Educator**

* Performing dances for the kids and activities.

|  |  |
| --- | --- |
| **Internships** |  |
| 1st July 2015 | – 31July 2015 | Bank of Beirut |
| 1st August 2015 – 31August 2015 | Byblos Bank |

**EXTRACURRICULAR ACTIVITIES**

* Volunteer in "Daraj El Yassouiyeh" committee 4th and 5th edition (Media Team, Decoration and Fashion Show Team).
* Volunteer in “Youth Forum Citizenship Initiatives “(USJ)
* Volunteer in “Monday Panday USJ”
* Member of the Hoops Sports Club-Lebanon (took part in the Hip Hop dance delegation to Istanbul-Turkey).
* 2012-2013 High-School Class President and member of the Graduation ceremony organizing committee.

**Languages:**

Arabic, English, French (very good).

**Trainings & Certificates:**

* Lebanese Financial Regulations
* Sitting Ducks’ Negotiation’ Coaching Program
* Mental Candy Coaching Program
* Fighting Money Laundering
* Communicating with impact
* Wintime 3.0 Advanced

Page **2** of **2**