## Josiane Aazan

# E-Mail: josianeaazan@hotmail.com

**Contact number:** +961-3-587 786

**Address:** Ferzol, Bekaa, Lebanon

***Objectives:***

* Seeking a job within Administration department with a high growth organization that welcomes fresh ideas, dedication; demanding excellence in meeting business objectives.
* Willing to accept any challenging position, where I can fully utilize my education and skills.

***Education Qualification:***

* 2012 Bachelor Degree in Business Administration –  **University Antonin**

Major: Business Administration.

Minor: Marketing & Management.

* + Courses accomplished:

1- Marketing.

2- Accounting fundamentals and advanced courses in Accounting.

3- Administration and Management.

4- Leadership and business communication.

5- HR.

***Skills and brief personal profile:***

* Goal oriented.
* Creative and resourceful.
* Capable of adapting to rapid changes.
* Able to work well independently or as a team member.
* Strong self-learning capabilities.
* Ability to work under pressure.
* Excellent time management.
* Good sense in following instructions and executing a task.
* Good typing skills both in English and Arabic.
* Granted a **Certificate of Honor for *Outstanding Performance*** during the academic year

2010-2011, And a Cash reward of $500 from SGBL.

***Career History:***

**Caritas Immigrant Center – Zahle, Lebanon January, 2015 - Today**

Administrator, Responsibilities:

1. Oversee all aspects of general office coordination
2. Maintain office calendar to coordinate work flow and meetings
3. Perform general clerical duties to include, but not limited to bookkeeping, copying, faxing, mailing and filing.
4. Set up and coordinate meetings and conferences
5. Research, price and purchase office furniture, equipments and supplies related to the project.
6. Contact all schools in the region and schedule a meeting with them.

**Caritas Immigrant Center – Zahle, Lebanon**

Social Worker, Responsibilities:

1. Organize and conduct focus group about specific topics

2. Preparation and use of evaluation tools (questionnaire, survey, case, test…)

3. Assist and conduct personal interview with the children or with parents..

4.   Follow up Absences and social problems by phone or home visits

5.   Develop a strategy for collective actions

6. Planning and assessment of awareness sessions

7. Create a committee of parents mobilize them to initiate activities in their community.

8. Inform line manager of any problem the day-to-day activities.

**Caritas Immigrant Center – Zahle, Lebanon**

Data Entry Officer, Responsibilities:

1. Prepare, compile and sort documents for data entry

2. Verify data and correct data where necessary

3. Enter data from source documents into prescribed computer database

4. Transcribe information into required electronic format

5. Responsible on Excel format (CLR,DLT,OAC...) & Online Data (CRM)

**World Vision – Zahle, Lebanon December, 2013**

Volunteer, Responsibilities:

1. Meeting with Syrian refugees in Bekaa.
2. Conducting a presentation to the Refugees in big conference room.
3. Explaining the benefits of E-card for food and Diesel.
4. Showing a live demo of the E-card on ATM machines.
5. Other duties and tasks as assigned

**National Oilwell Varco – Dubai, UAE September, 2011**

Admin Trainee, Responsibilities:

1. Liaising with staff in other departments and with external contacts.
2. Attending meetings, taking minutes and keeping notes.
3. Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.

**Daher Group – Ferzol, Lebanon August, 2011**

HR Trainee, Responsibilities:

1. Good knowledge of different HR functions (Interviewing, recruiting, selection, Job Description, attendance).
2. Good Knowledge of headcount, reports and letter certificates.
3. Provide administrative support to HR personnel.

**Mrs. Smiley – Ferzol, Lebanon July, 2006 – August, 2012**

Family Business, Responsibilities:

1. Contacted suppliers and buying goods to the store.
2. Responsible for Inventory and stock.
3. Ensure that the materials are ordered and delivered on time.
4. Responsible for accounting and finance of the store.

***Languages:***

* Arabic – Native speaking.
* English – Very good in both written and spoken.
* French – Very good in both written and spoken.

***Computer Skills:***

* "Microsoft office (Excel, Word, Power Point, Internet Explorer) "

***Personal Details:***

* Date of birth : 07/04/1989
* Nationality : Lebanese
* Sex : Female
* Marital status : Widowed

***References are furnished upon request***