

**Ms. Krystel Sursock**

Date of Birth:	May 12, 1989	Beit El Chaar, Metn, Lebanon
Tel:	76-146451	Marital Status: Single
E-mail:	krystysursock@gmail.com	Nationality: Lebanese

**Experience:** **Chaddad Group** 1/2014 – present  
*Engineering and General Contracting Company – 50 Employees*

## **Duties:**

- **Personnel:**
  - Regulate the attendance, the annual leave of employees and annual report
  - Formulate all required HR documents and memos.
  - Prepare new employee file and documentation
  - Organise job descriptions and job analysis.
  - Assist with the preparation of the performance review process.
  - Draw and update the organizational structure of the company
  - Update the employee handbook policies and procedures and welcome kit on a regular basis
  - Update the internal rules and regulations when needed
  - Prepare warnings, memos, and logs
  - Prepare the letters and attestations of employees.
- **Recruitment:**
  - Select resumes of the appropriate candidates
  - Assist with recruitment and interview process,
  - Track status of candidates and responds with follow up letters at the end of the recruiting process.
  - Communicate with candidates for the job vacancies.
  - Assist with processing of terminations.
  - Interview potential candidates matching the job openings
- **Development:**
  - Send certain employees to appropriate training workshops.
  - Prepare for the in house trainings
- **Performance Management:**
  - Prepare the performance report for the top management
  - Prepare and follow up the appraisal cycle of employees
  - Prepare the performance appraisal of employees
- **Other:**
  - Responsible for booking travel tickets for the board of directors and employees.
  - Prepare budgets for the Human Resources department

**Sotim Real Estate** 2/2013-12/2013

**Position:** Executive Assistant

**Duties:**

- Provide administrative support to the Managing Director
- Communicate with clients through incoming and outgoing emails
- Prepare reports by collecting and analysing information.
- Formulate and Update the filing system
- List properties on various real estate websites.
- Update company's website and add new listings.
- Enter the financial data on the accounting system and maintain the petty cash.
- Organize the HR File and the related documents for each employee

**Property Masters Group (PMG)**

9/2011 – 1/2013

**Position:** Operations Assistant

**Duties:**

- Bring Quotations and offers from suppliers.
- Communicate with clients.
- Prepare all documents and formalities for the GA
- Communicate with owners and tenants all legal documentation.
- Assist the supervisor in tackling managerial issues.
- Follow up all pending issues.
- Prepare status report for all projects.
- Follow up legal formalities.
- Prepare the budget and quotas for all projects.
- Divide the instalments on all tenants and residents.
- Collect dues from clients.

**Education:****Formatech**

2016

HR on the JOB Training

**Lebanese University**

2007-2010

Bachelor in Management- 2<sup>nd</sup> Year**Jesus and Mary School**

1992 - 2007

Baccalaureate Certificate in Economics and Sociology

**Activities:**Reading, Dancing

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**References:**

Available upon request