Ain Saade, Lebanon

Mobile: 70/436960

hasbanyyara@gmail.com

Date of birth: August 2nd, 1994

**Yara El-Hasbani** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education:**

|  |  |
| --- | --- |
| September 2017 – Present | Master of Business Administration-MBA, Management  La Sagesse University, Faculty of business and finance |
| 2012- January 2016 | Bachelor degree in business administration major HRM  La Sagesse University, faculty of business and finance |
| 2012 | Lebanese baccalaureate in sociology and economics  Daughters Of Charity School |

**Work experience:**

|  |  |
| --- | --- |
| May 2017 - Present | HR assistant at Level 5 Holding S.A.L. |
|  | * Issue all types of certificate (Employment, salary and recommendation) * Monitor daily attendance and perform monthly reports * Fill NSSF and taxation papers * Post job ads * Screen & filter CV's. * Call applicants to schedule interviews * Maintaining HR records * Prepare warnings and memos |
| March 2013- May 2017 | Private lessons, babysitting |
| October 2013- April 2016 | Administrative Assistant at Pyramide S.A.R.L. |
| July 2013 | Intern at Bank Audi |
| March 2013-May 2013 | Cashier at DOCS (developments and operation convience stores), medmart, Fanar |

**Trainings & Workshops:**

“Competency based management – How HR changed forever”, Routes Business Training Center (RDC) (October 2017)

Dolphin Payroll, Software Design (October 2017)

**Extracurricular Activities:**

Scout member at Notre Dame Fanar from 2012 till 2015

First aid session at Lebanese Red Cross

Community service: work with underprivileged people

Formal member of a Hand-ball team

**Personal Interests:**

Dancing, cooking and sports

**Skills:**

**Computer skills:** Word, Excel, PowerPoint, Access, Dolphin (accounting), Dolphin (payroll)

|  |  |
| --- | --- |
| Arabic: | Well spoken, well written, well read |
| French: | Well spoken, well written, well read |
| English: | Well spoken, well written, well read |
| German: | Well spoken, well written, well read |

**Language:**

References available upon request