Ain Saade, Lebanon

Mobile: 70/436960

hasbanyyara@gmail.com

Date of birth: August 2nd, 1994

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

**Education:**

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| 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 HRMLa Sagesse University, faculty of business and finance  |
| 2012  | Lebanese baccalaureate in sociology and economicsDaughters Of Charity School  |

**Work experience:**

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| 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)

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| 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