Josiane Elias JABER

# Nationality: Lebanese

Date of Birth: November 2 1990

Place of Birth: Kherbet Kanafar Lebanon

Address: Sin El Fil, El Sayde Street, Joseph Jaber Building

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| Objective |

Seeking the opportunity for a position in a decent firm where I can implement both ingenuity and knowledge

to achieve success, keeping in mind that time is what it takes to acquire understanding of things to ever aim

at higher posts.

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| Education |

Saint Joseph University -2013 - 2015-

Professional Master in Human Resource Management

Saint Joseph University - 2009 – 2012

Bachelor of Science in Public Relation & Sociology of enterprise

Collège de l’Essor (Bierut, Lebanon) -2006 - 2008

Baccalaureate part “II”

**Maison Central Des Filles de la Charité Achrafieh -1993 - 2005**

Baccalaureate part “I”

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| Professional Experience |

**MCM Concrete**

HR Manager (March 2013- Till Now)

**USM (Universal Services and Maintenance)** (August 2012- December 2012)

HR assistant

**Saint-Gobain** (January 2011 -March 2011)

Assistant Manager

**Living Colors Restaurant- Dbayeh** (July 2008 -September 2008)

Animator

**Assayde Copyland-Sin El fil** (July 2007 -September 2007)

Accounting

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| Computer Knowledge |

Excellent literacy in MS Office (Word, Excel, PowerPoint, Access, Outlook), Outlook, Adobe Photoshop

Internet Browsing and Surfing

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| Languages |

Fluent in” written and spoken” Arabic, French & English.

Fair in Spanish & Italian

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| Hobbies |

Web Surfing, Music, Dance du salon, Ballet, Pilates (stretching), swimming.

**References**

*More references are available upon request*