JESSICA BOUERY



Lebanon, Antelias



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TECHNICAL SKILLS AND OTHER COURSES

Microsoft office, HR systems, PIMS, AutoCAD 2D, Adobe (illustrator, Photoshop)

LANGUAGES

Arabic: Native language English: Business level, fluent French: Fair

PROFESSIONAL EXPERIENCE

CORPORATE ASSISTANT / RECEPTIONIST

SOCIÉTÉ LIBANAISE POUR L'INVESTISSEMENT ET LE DÉVÉLOPMENT - SOLID SARL - SAFADI GROUP HOLDING April 2019-Dec 2019

HR OFFICER – RAMY HOLDING (SULTAN IBRAHIM) March 2019-May 2019, intern

- Filled out legal documents for newly hired employees
- Tracked employees attendance on weekly basis
- Assisted the HR department in the recruitment process

RECRUITMENT OFFICER – LABORA, NGO - ANTELIAS July 2018-Sept 2018, intern (100 hours)

- Data-entry for job seekers' applications on CRM
- Screened CVs matching the presented job vacancy
- Following-up with employers on candidate's status

ADMIN & HR COORDINATOR - INTOUCH MENA - JAL EL DIB

Mar 2018- Jun 2018, part-time

- Managed job postings online and screened résumés
- Conducted phone interviews
- Monitored daily attendance and absence leaves
- Prepared weekly and monthly attendance reports for employees in Lebanon, Dubai and Qatar
- Assisted the HR manager with payroll administration

SALES AND TECHNICAL SUPPORT OFFICER EUROMED BROKERS - DBAYEH 2015-2017

- Replied to clients incoming calls and e-mails
- Issued insurance policies and generates monthly sales reports
- Liaised with traveling agencies in regards of prices and coverage
- Assisted in the collection of accounts payables and receivables
- Handled petit cash
- Filing sales receipts and correspondences for future reference



JUNIOR ACCOUNTANT – MOUSTASHARUN BUREAU - JDEIDEH

2014-2015 (03 months)

- Prepared companies journal entries
- Updated the balance sheet on a regular basis
- Supported the senior accountant through accomplishing the crucial department's deadline and responsibilities

EXECUTIVE ASSISTANT – CEG INT'L - DORA 2013-2014

- Managed correspondences (in/out) with suppliers
- Prepared confirmation of orders

MEDICAL SECRETARY – MEIH (ICU UNIT) - BSALIM 2012-2013

EDUCATION

MA – LEBANESE UNIVERSITY-BRANCH 2

From 2017 till 2019 : Human Resources Management

BS – SAGESSE UNIVERSITY - BEIRUT

From 2008 till 2012 : Business Administration & Finance

BEIRUT EVANGELICAL SCHOOL FOR GIRLS AND BOYS (BESGB) - RABIEH

From 1993 till 2007 : Lebanese Bacc II proficiency,

Economics & Sociology (SE)

REFERENCES AVAILBALE UPON REQUEST