

Yara Abou Fadel

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EDUCATION

- 09/2019-06/2020** **MBA in Human Resources Management**
EU Business School- Barcelona, Spain
- 09/2014-06/2018** **Bachelor in Industrial and Organizational Psychology with a minor in Sociology**
Saint-Joseph University - Beirut, Lebanon
- 09/1999-06/2014** **High School Diploma: Athénée De Beyrouth**
Bac Français- Littéraire – Bsalim, Lebanon

PROFESSIONAL EXPERIENCE

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| 04/2021-Present | HR Assistant | Azelis | Beirut, Lebanon |
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- Screen CVs and ensure a pool of candidates for current and future openings.
 - Perform pre screening of candidates, schedule interviews and follow up on feedback.
 - Update candidates on the status of their applications / Take part in the job fairs, and place vacancies when needed.
 - Ensure files are created for all new employees (soft and hard copy) and all needed documents are available.
 - Ensure all needed stationary are available for new recruits, and perform introductory tours as part of the onboarding process.
 - Maintain historical reference by filing and retrieving applications.
 - Prepare needed letters and paperwork requested internally by employees.
 - Verify and report all abnormalities related to attendance, total working hours and missing punches on a weekly basis.
 - Conduct various data entry to ensure updates of files and database.
 - Coordinate all matters related to internal events.
 - Coordinate the trainings and workshops for the employees, and send the feedback form following each training.
 - Ensure all employment documents are signed and sent to the corresponding departments.
 - Ensure an update on all records related to the trainings taken, prescreened and interviewed candidates, completion of induction plans, CV database and other records related to HR.
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| 02/2021-04/2021 | HR Executive | A2Z Media | Beirut, Lebanon |
|------------------------|---------------------|------------------|------------------------|
- Provides administrative support to ensure efficient operation of office.
 - Supports team by performing tasks related to organization and strong communication.
 - Enhances the organization’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
 - Maintains the work structure by updating job requirements and job descriptions for all positions.
 - Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.

- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system.

09/2020-02/2021 HR Assistant Mersaco Beirut, Lebanon

- Performed various administrative functions, including filing paperwork, delivering and sorting mail.
- Ensure day-to-day operations of the various HR functions and duties.
- Prepare HR Reports.
- Assist with the recruitment process by sourcing, headhunting and identifying candidates.
- Support efforts to optimize employee engagement, diversity and inclusion to enhance performance management and retention.
- Conduct phone screens, on-site and exit interviews.
- Prepare e-training plan and subjects for the leadership team.
- Create PowerPoint presentations for HRM.

11/2018-05/2019 HR Trainee United Nations Beirut, Lebanon
Development Programme

- Document processes and prepare reports related to various personnel activities
- Recruited and screened qualified potential employees.
- Prepare and renew Certificates and Contract.
- Posted positions through approved recruitment channels.
- Assisted with on-boarding process of new hires.
- Maintained work structure by updating job requirements and job descriptions for all positions.

10/2017- 12/2017 HR Trainee COR.MED Beirut, Lebanon

- Improved information collection and recordkeeping accuracy by creating, updating and managing customer communications.
- Liaised between multiple businesses to improve communications.
- Assisted in the structure of compensation and benefits according to market conditions and budget demands.

07/2017-09/2017 Program Assistant Lebanese League for Beirut, Lebanon
Women in Business

- Approached potential entrepreneurs for Learn Impact Grow program.
- Improved success of program by making proactive adjustments to operations.
- Maintained efficient and balanced calendar of current participant appointments, staff meetings and assessments.
- Assisted program manager with planning and coordinating day-to-day and special program activities.

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| 03/2017-04/2017 | HR Trainee | Daher | Beirut, Lebanon |
| | | International Food | |
| | <ul style="list-style-type: none"> • Managed on-boarding processes and programs to successfully integrate new, transferred and promoted employees. • Recruited and screened qualified potential employees. • Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency. • Filling the excel sheet of the Sales Representatives routing. | | |
| 09/2016-11/2016 | HR Trainee | AMICO | Beirut, Lebanon |
| | <ul style="list-style-type: none"> • Verified and investigated employment claims and data. • Assisted with meetings and presentations within company. • Created and completed personnel action forms for all hires, terminations, title changes and terminations. • Organized new employee orientation schedules for all new hires. | | |
| 08/2016- 09/2016 | HR Trainee | Zaatar W Zeit | Beirut, Lebanon |
| | <ul style="list-style-type: none"> • Delivered friendly assistance with new hires throughout interviewing process. • Maintained attendance record. • Assisted in the screening and recruitment of qualified potential employees. | | |
| 09/2014-02/2015 | Part-time Hostess | Tandem Agency | Beirut, Lebanon |
| 04/2012-05/2012 | Nutritionist Trainee | Hôtel-Dieu | Beirut, Lebanon |

LANGUAGES

Arabic: Mother Tongue French: Fluent English: Fluent Spanish: Advanced Italian: Basic

COMPUTER SKILLS

MS: Windows, Word, Excel, and PowerPoint

INTERESTS

Sports, Travelling, Reading, Swimming, Archery

