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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

04/2021-Present	HR Assistant	Azelis	Beirut, Lebanon
<ul style="list-style-type: none">• 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stationary are available for new recruits, and perform introductory tours as part of the onboarding process.• Maintain historical reference by filing and retrieving applications.• Prepare needed letters and paperwork requested internally by employees.• Verify and report all abnormalities related to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.			
02/2021-04/2021	HR Executive	A2Z Media	Beirut, Lebanon
<ul style="list-style-type: none">• 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.

03/2017-04/2017	HR Trainee	Daher International Food	Beirut, Lebanon
<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

