Elie Geara

**Location: Kesrouan - Lebanon**

**Mobile: +96170387303**

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**Objective:** Looking for an H.R position that will allow me to be a part of your well known

company and to put in use my education while offering a chance

to improve both individually and professionally.

**Work Experience**: Municipality of Chnaniir Chnaniir - Kesrouan

Years of working experience: Since February 2009 (6 years and 11 months) -

Position: Administrative Assistant & Coordinator

Performing duties such as:

\* using oracle program to:

- Enter municipality budget

- Enter payments and invoices through different procedures

- Enter all types of receiving

- Make Balance Sheets

\* Typing & editing correspondences and documents

\* Follows up pending issues

\* Filing documents & data regarding Statements and

Construction Permits

\* Receiving calls & greeting Visitors

\* Coordinating with Bank Of Lebanon through sending &

Receiving dispatches and regulatory mail.

\* Takes & Relays messages

\* Controls & executes daily vouchers

**Education:** Lebanese German University Faculty of Business Administration

**Degree**: **B.A in Human Resources Management** ( 2015 )

Certificate of secondary studies Lycée Haret Sakher

Field: Economics and Sociology

**Knowledge Skills and Abilities:**

- Language: Arabic (native), French and English Written, read and spoken.

- Clerical: Managing files and records and other office procedure.

- Critical thinking: Using logic and reasoning.

- Listening: Giving full attention to what other people saying and

Understand their points made

- Written: Communicating effectively so others understand

- Monitor: Monitoring performance and take actions

- Coordination: Adjusting relations

- Negotiation: Bringing interests together

- Service orientation: Looking for ways to help people

- Problem solving: Identifying, Reviewing, Evaluating and Implementing solutions

- Management of personnel resources:

Motivating and directing people

- Fluency of ideas: the Ability to come up with a number of ideas

- Visualization: Imagining how thing will look after it was moved.

- Originality: Ability to come up with unusual ideas to solve problems.

- Interpersonal relationships: - work with group or team

- dealing with unpleasant or angry people

- dealing with complaints

**Personal Information:** Nationality: Lebanese

**Notice Period :** 2 weeks to 1 month