Elie Geara

**Location: Kesrouan - Lebanon**

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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