**Joelle Rizk**

**PERSONAL INFORMATION**

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| Nationality  | Lebanese  |
| Place & Date of Birth  | Daroun/Lebanon 12/12/1984  |
| Home Address  | Jounieh, Ghadir,Rizk Bldg, 1st floor  |
| Telephone  | 03/563305  |
| E-mail  | r.joelle1984@gmail.com  |

**CAREER OBJECTIVE**

Seeking a position in a reputable company where I can utilize my enthusiasm, self-learning to gain more experience and develop my skills and competences upon which I will base my career.

**PROFESSIONAL EXPERIENCE**

*August 2013 – Till Present:*

**HR Officer**

Keserwan Medical Center affiliated with AUBMC, Lebanon

Duties & responsibilities

- Maintain the Recruitment Process (Collecting and screening CVs, Scheduling and organizing interviews, Conducting 1st interview and exit interviews)

- Provide the new hires with the pre-employment documents list, explaining related papers and arranging for medical exam.

- Help in the integration of new-hired employees in and across the institution

- Manage and control organization chart and Staffing plan

- Assist in implementing the policy and procedures of the company

- Handle all personnel issues and Maintain proper employee’s personal files

- Manage the time attendance and prepare employee’s balances (Annual Leave, Sick Leave, etc...)

- Prepare Certificates and Recommendation Letters

- Prepare the Payroll on monthly basis

- Fill all the forms related to social security and the ministry of finance

- Prepare various reports:

* Monthly and internal reports, including but not limited to: turnover, absenteeism and attendance, educational level, overtime, etc…
* External monthly and yearly, such as: Declarations (the ministry of labor report, the NSSF reports, the ministry of finance reports, etc.)

*May 2012 – July 2013:*

**HR Assistant**

AMERICAN UNIVERSITY OF BEIRUT, Lebanon

Duties & responsibilities

- Prepare, update and maintain personnel files.

- Prepare contracts and payrolls.

- Enter all transactions on the Payroll/Personnel On-Line System and audits output.

- Perform a variety of Human Resource support duties. (Leave request, attendance, etc...)

- Prepare and type forms, letters, and certificates of employment and forward them to supervisor for approval.

- Answer all inquiries pertaining to personnel records.

- Prepare detailed reports for various uses.

*November 2010- April 2012:*

**Teller / Administrative Assistant**

BANK LIBANO-FRANCAISE / LIBANO-FRANCAISE FINANCE, Lebanon

Duties & responsibilities:

- Manage all operations of deposit and withdrawal

- Perform transfers

- Pay / commissioning checks certify accounts

- Execute foreign exchange transactions

- Accept loan repayments and payments of credit cards

- Verify customer identification and signature at the completion of all operations to ensure that security measures are respected

- Putting all the tickets the machine to identify counterfeit currency

- Detect and report transactions suspected of money laundering to the controller

- Prepare the daily cash register

- Review the daily newspaper at the end of the day, comparing boards to journals

- Contribute to reconstructions of the ATM in coordination with the controller

- Assist in delivery of mail to customers, contacting them and providing them with their mail when they come to the branch, after verification of identity, to ensure that safety measures are met.

- Perform general administrative duties and assist other administrative staff with overflow work, including word processing, data entry and Internet research tasks.

*May 2006 – October 2010****:***

**Flight Attendant**

MIDDLE EAST AIRLINES – Beirut-Airport / Lebanon

Duties & responsibilities:

- Safety responsibilities

- Passenger care responsibilities: administering first aid when needed

- In-flight service manager

*July 2002 – May 2006:* **Cashier** Le CASTEL -Restaurant- Kaslik-Jounieh/ Lebanon Duties & responsibilities:

- Charge of the register; cash and credit transactions, balancing the register at the end of shift.

- Communicate with customers, sales representatives and suppliers.

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| *September 2005:* **Training at Bank Audi,** Ghazir, Kfarhbeb / Lebanon - Over-the-Counter Operations (from 05/09/2005 to17/09/2005) Functions telling, cashing checks, handling deposits, withdrawals, cross selling bank products….. - Customer services (from 19/09/2005 to 30/09/2005) Overseeing activities which may include customer service and safe deposit operations, new accounts, and teller activities. Accepting loan applications, processing loan documents....  |

**EDUCATION**

2009-2015: Master, Human resource, Saint-Joseph University (USJ),

Beirut, Lebanon

2006-2002: Bachelor of Business Management, American University of

Technology (AUT), Halat, Lebanon

Workshop Training Certificate ‘‘Personal Financial Planning’’

2002-2001 Bac II, socio-economics, College Central Jounieh (CCJ), Lebanon

**INTERCULTURAL AND TECHNICAL SKILLS**

 Languages : Arabic, English, French ; writing, reading, speaking

 Computer Skills : Ms Office ( Word, Excel, Power Point), Internet Explorer

**EXTRACURICCULAR ACTIVITIES**

Reading, traveling, sports, exploring the web and surfing the Internet.

**References and other information are available upon request.**