To Whom It May Concern

     I hold a bachelor degree in Sociology majoring Public Relations, and MBA in Human Resources Management from Saint Joseph University. I still have my thesis degree to graduate.

   As my enclosed curriculum vitae indicate, I did an internship in Bank Audi, in the HR department. I started my Career at "Veer Luxury Boutique Hotel", as HR Coordinator.  I worked at Antaki GPPK Holdings as Human Resources Supervisor, where I am handled the HR Department by myself.

    I consider myself well organized, hard worker, able to accomplish long & short term achievements meeting both your expectations and my objectives for a prosperous future.

   Kindly find enclosed below my resume and I appreciate if you consider my interest in working at your well reputed company. I may be contacted by e-mail ([vana.khederlarian@hotmail.com](mailto:vana.khederlarian@hotmail.com)) or by phone +961-70-854671

Respectfully yours,   
Vana Khederlarian

**Vana Khederlarian**

Beirut, Lebanon

Phone: 961-70-854671

E-mail: [vana.khederlarian@hotmail.com](mailto:vana.khederlarian@hotmail.com)

#### OBJECTIVE

I am interested in a challenging position in the HR department, that allows me to use my skills, education, professional experience and background, and where I can satisfy myself esteem and prove myself in order to continue my career in HR and administration. I stopped working at Veer Boutique Hotel on 30thof November. Currently, I am working as HR Supervisor at Antaki GPPK S.A.L. I am handling by myself the HR Department.

**EXPERIENCE**

|  |  |
| --- | --- |
| December 2014 – October 2017  **Human Resources Supervisor**  *Antaki GPPK Holding*  *Baouchrieh - Lebanon*  July  October 2014- November 2014  *VISP (sister company)*  April 2014–September 30 2014  **Human Resources Coordinator**  *Veer Boutique Hotel & Resort*  *Kaslik– Lebanon* | * Taking care of employees and labor relations * Handling Work Certificates for Employees, as per their request * Handling Attendance * Preparing NSSF Legal papers * Handling Vacations Request * Handling Sick Leaves Medical Reports * Establishing training booklets * In charge of employees’ Uniform starting from the design ending with supplying it * Planning, Screening and Recruitment * In charge of screening CVs and filtering candidates for appointments * Calling candidates * Handling Interviews and IQ Tests * Setting appointments for Interview with The GM * Introducing new staff to the company * Handling new hire files and data entry * NSSF issues * Working on each position’s job description and job specification * Working on the company’s organizational chart * Working on the internal regulation of the entire company and its branches * Preparing administrative memos * Preparing official warnings sent to the Ministry of Labor * GPS vehicle tracking: it is a part of the employee relations tasks: it includes tracking drivers’, salesmen’, and technicians’ vehicles and making sure they are heading to pre- defined clients and locations on their schedule. * Member of the Pre-opening Team * Responsible for 150 employees * Participate in Human Resources Dept. daily functions. * Develop and implement a yearly vacation plan to ensure managers and employees take advantage of their vacation during non-peak business times. * Participate in the formulation of the HR policies and procedures in compliance with corporate objectives, government regulations and labor legislation. * Assist in implementing personnel administration procedures; including management of employee files, employee requests for certificates required letters and correspondence. * Respond to employee requests and provide follow up on all activities related to the human Resources department with the coordination of the HR Manager. * Implement new employee training plans and orientation. * Ensure that managers and staff are aware of the policies and procedures and able to operate them effectively * Follow up on all issues related to NSSF, employees’ attendance, holidays and schedules. * Provided assistance to all Head of department in recruiting. * Participate in the monthly Payroll activities, especially attendance, leaves, compensations and benefits. * In charge of screening CVs and filtering candidates for appointments with HR Manager. |

|  |  |
| --- | --- |
| September 2012–March 2014  **Sales Associate**  *Hagopian Jewelry*  *ABC Debayeh– Lebanon* | * Responsible for selling various high brand and exclusive jewelry and watches. * Achieve monthly sales targets * Providing excellent customer service * Maintaining good relationships with clients and ensuring their loyalty and satisfaction. * Adhere to the policies & processes of the company with respect to operation of store |

|  |  |
| --- | --- |
| December2009–September 2010  July 2011–July 2012  **Sales Assistant**  *Accessorize-Monsoon, Retail Group*  *Achrafieh, Beirut, Lebanon* | * Provide excellent customer service * Aid customers in locating merchandise * Maintaining a solid product knowledge * Involved in stock control * Reporting discrepancies and problems to the supervisor * Assist in floor moves, merchandising and display |

|  |  |
| --- | --- |
|  |  |

# EDUCATION

2011-2014 Saint Joseph University - Beirut

MBA- Human Resources

Thesis Degree in Progress

2008-2011Saint Joseph University - Beirut

BBA- Sociologie / “Sociologie de l’Entreprise et Relations Publiques”

2009-2010 Certificate of English Language Proficiency (Level High Intermediate)

Georgetown University – Washington, D.C.USA

2007-2008 French Baccalaureate

Melankton and Haig Arslanian Djemaran College - Antelias

**EXTRACURICCULAR ACTIVITIES:**

2011 Trainee in Recruitment & Selection – Human Resources Department at Bank Audi, Head Office.

2010 Sociological and Anthropological Survey for an Eco-touristic Project at Saint Joseph University

l’APGM (Association pour la Protection de Jabal Moussa) in collaboration with the Italian Embassy and USJ

Role: Administration of questionnaires and data collection and interpretation, results analysis

**COMPUTER SKILLS & RELATED EXPERIENCES**

* Operating System: Windows
* Software Programs: Microsoft Excel, PowerPoint, Outlook, Microsoft Visio …
* Internet Explorer

**LANGUAGES**

|  |  |  |
| --- | --- | --- |
| Language | Spoken | Written |
| Arabic | V.Good | V.Good |
| English | V.Good | V.Good |
| French | V.Good | V.Good |
| Armenian | V.Good | V.Good |

**INTERESTS:**

Reading and all kinds of sports…

**REFERENCES**:

References are available upon request.