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) or by phone +961-70-854671

Respectfully yours,
Vana Khederlarian

**Vana Khederlarian**

Beirut, Lebanon

Phone: 961-70-854671

E-mail: 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**

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|  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.
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| 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
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| December2009–September 2010July 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
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# 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**

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| 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.