

# AYA NASR

HUMAN RESOURCES MANGEMENT

## CONTACT

 Mount Lebanon, Chouf

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## EDUCATION

### **Masters in Management**

Lebanese University

November 2020 – present

### **Bachelor degree in Human Resources Management**

American University of Culture and Education

October 2016 – August 2019

Graduated with distinction.

## SKILLS

Computer Skills (Microsoft Word, Microsoft Excel, Microsoft PowerPoint)

Communication skills

Time management

Presentation skills

Attention to detail

Reporting skills

Commitment

Screening

Team Work

Fast learner

## OBJECTIVE

To build a career in a growing organization where I can get the opportunity to prove my abilities, accept challenges, fulfill the organizational goal and climb the career ladder through continuous learning and commitment.

## WORK EXPERIENCE

### INTERNSHIP

#### **Grid startup in creation – Human Resource Intern**

February 2021 – present

- Screening profiles on online platforms like LinkedIn
- Posting job opportunities on different job boards
- Managing candidate's database on google sheets

#### **Digital Opportunity Trust (NGO) – Career Guidance**

July 2020 – September 2020

- Coordinating with recruitment consultants for placing candidates
- Mapping available internships in market
- Organizing and entering data
- Conducting zoom sessions
- Filtering candidate's CV's
- Updating google forms
- Researching

#### **Banque du Liban**

September 2019

- Understanding the banking sector and how it functions
- Getting introduced to all organizational departments

## CERTIFICATES

### **Digital Opportunity Trust Certificate In:**

Digital and Media literacy course – by Mira El Hajj

Microwork – by Mira El Hajj

### **LinkedIn Learning Certificates In:**

Interviewing Techniques - Project Management Institute -by Barbara Bruno

Influencing Others - Project Management Institute -by John Ullmen

Compensation and Benefits -by Wayne Cascio

Organizational Culture - by Sara Canaday