

Layal Nohra

Address: Kfour-Keserwan Mount Lebanon

Phone: 71 78 94 95

Email: layalnohra@gmail.com

Education

BBA in Human Resources , Notre Dame University- Zouk mosbeh	05/2020
Lebanese Baccalaureate in Sociology and Economics , Antonine Sisters School- Ghazir	06/2016

Internship

Human Resources Officer - 11/2019

Michel Zoughaib's Jewelry, Zouk Mosbeh

- Processed incoming mail, calls and other administrative tasks.
- Maintained computer system by updating and entering data in relation to HR files and databases
- Kept track of employee's attendance, annual leave and sick leave.
- Followed up on all Social Security related formalities for registration
- Prepared reports regarding the NSSF registered employees or terminated employees.

Trainee - 07/2018

Bank du Liban, Jounieh

- Comprehended BDL organizational chart and different departments.
- Attended BDL museum and clearing room.
- Got to know more about Red Cross and Kunhad.

Human Resources Recruitment Specialist - 02/2018

Labora Union, Antelias

- Screened candidates' cv according to a specific vacancy on CRM.
- Scheduled interviews.
- Followed up with candidates as well as with the HR.
- Assisted the recruitment department.

Skill Highlights

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| • Personnel recruitment | • File and records management |
| • Phone interview | • Monitor attendance |
| • Recruitment and retention strategies | • Pre-employment screening |
| • Talent management | • Candidate sourcing |
| • Quality assurance | • Team building |

Certification

- NDU Dean's List- Fall 2019
- Case Competition Award in Strategic Management - 04/2019

Social Activities

- "Career and Internship Job Fair" as HR at NDU- 04/2018
- "Forum of Opportunities and Resources" as recruitment specialist at Forum de Beirut- 02/2018
- Biology Cardiac- Pulmonary Certificate - Lebanese Red Cross - 09/2013
- First Aid Certificate-Lebanese Red Cross - 08/2012

Computer Skills

- Microsoft Office: word, excel, power point
- CRM
- GO

Language

- English, Arabic: fluently spoken and written
- French: fluently spoken

Interests and Hobbies

Hiking, Badminton