



Remy Haidar
UAE (Sharjah)

- **Date of birth: 2/1/1996 (Lebanese)**
- **Mobile number: +971 58 558 6079**
- **Email: Remy.hdr96@gmail.com**
- **Visa status: Family sponsor visa**
- **Driving license and car both available**

✦ **Education**

Bachelor's degree in Human Resource Management at Arab Open University in Beirut

✦ **Work Experience**

- **From August 2023 until recently:**

Administration assistant and data entry at Al Kazzi Nut Company

- Data entry, transcribing, updating supplier information, and entering accounting records
- Organizing, overseeing, and maintaining the operational efficiency of the office.
- Monitoring and updating the label constituents of the products.
- updating staff details exp: vacations, insurance, end of service.

- **From January 2023 to July 2023**

Telemarketer sales at Plan B Solution

- Conduct outbound calls to potential customers to sell and promote a discount card product
- Use effective communication and sales techniques to persuade potential customers to purchase the discount card.
- Meet and exceed weekly and monthly sales targets.
- Respond to customer inquiries and provide excellent customer service.

● **From July 2022 to November 2022**

HR internship at Societe Ets.MichelNajjar/Lebanon

- Assistant involved in the facilitation of recruitment and onboarding procedures, encompassing the dissemination of job opportunities, evaluation of curriculum vitae, coordination of interviews, and execution of reference verifications.
- support HR team in maintaining accurate employee records and databases, including updating personnel files, tracking time off requests, and handling confidential information
- Assist with planning and coordinating employee events and training session, including scheduling presenters, booking venues, and preparing materials.
- conduct research and analysis on HR best practices and industry trends, and make recommendations for improvements to existing HR policies and procedures.

● **July 2017 to December 2018**

Archive and data entry at Jbeil supermarket

- Curate and manage the supermarket's physical and digital archives, guaranteeing that all documents and records are meticulously stored and readily accessible.
- Develop and implement archive policies and procedures to ensure compliance with legal and regulatory requirements.
- assist other departments in locating and retrieving documents and records as needed.

❖ **Languages**

Arabic: Native

French: Proficient (Reading, Writing, Listening).

English: Good

