

## Personal Details



**Name:** Hana El Far

**Date of Birth:** 12-02-1975

**Marital Status:** Single

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**Nationality :** Lebanese

### Profile Summary :

Senior level manager with more than 14 years board-based .Progressively responsible experience in management of human resources major.

For 8 years playing a part as assisting General Manager, Sales Operations and Accounting Department Management requirements.

Proven ability to work with senior management team to integrate the overall majors to function the business operating strategy.

### AREAS FOR EXPERTISE

- Employee Relations.
- Organization Development.
- Staffing Requirements.
- Administration Recruitment.
- Employment Sales Operations Management & Finance Administration.

### RELEVANT EXPERIENCE

- **BARBAR Trading Co.LTD (Lebanon-Beirut )** **February 2006 - Present**

#### **HUMAN RESOURCES MANAGER**

BARBAR Restaurant Co. is huge industry offering high quality of Catering services as like as fast food meals Manakish, Shawarmah, fresh juices and ice-cream providing customers all time day/night.

Hired as Human Resources Manager for two branches throughout Hamra and Spears all departments for both retail stores.

- In charge of HR function with 300 employees.
- Recruited, hired the best persons for company vacancies (operators, waiters, Cashier, chiefs-shawarmah, snacks, bakery, delivery boys, cleaning-workers).
- Coordinate and tracked all the procedures documents for launched new hire employees in NSSF. Evaluations for every employee to fix their salaries on-behalf their performance in duties.
- Manage relationship with Accounting Manager by handling all payroll, benefits employees and updating their loans settlement every 15 days to take loans on-behalf their monthly salary.
- Managed and tracked daily attendance/absence /discipline/overtime, processes policy resulting in several terminations including NSSF.
- Represent reports to GM of non profitable employees and organized them to reach more candidates to apply and fill-up the empty vacancies in the company.
- Control petty cash regarding HR department needs.
- Handling all the salaries (payroll) for more than 300 employees monthly.

**GATTEGNO (Lebanon-Beirut)**

**April 2001 – June 2002**

▪ **EXECUTIVE ASSISTANT GENERAL MANAGER**

GATTEGNO is a leader in French Fashion Brands in Kids/ladies-wear (Absorba,3 Pommes, Infinitif) And eyewear glasses Brands (Guess, Charles David, Candies, and Julbo).

During my role as an executive assistant general manager I was in charge to handle the below duties:

- Ability and competently to perform duties in the absence of the General Manager.
- Cooperating with GM and assisting with planning to staff management.
- Supervising staff and controlling Merchandise.
- Ensuring company policies and procedures are followed.
- Look over financial statements, sales reports and other performance to achieve monthly sales targets.
- Engage in opportunities that can add overall workplace accomplishments.

**Al-SAWANI MED (Lebanon –Beirut)**

**October 1996 - December 2000**

▪ **ASSISTANT SALES MANAGER**

Al-SAWANI MED is a leader in American Fashion Brands jeans Men and Ladies-wear (Guess? – Replay – U2)

As an assistant sales manager I was handling the below

- Organized all orders with clients/suppliers.
- Follow up payments and complete settlements of the orders for both (C/S).
- Transfer the goods for all GUESS? retail stores in all branches in Lebanon.
- Represent reports to GM of non-profitable issues and organize them so that we can serve the company to reach its goals in successful ways.

▪ **ASSISTANT ACCOUNT DEPARTMENT**

ITALIF – ISCO – is a leader in industries of Trico machines import/Export.

As an assistant in accounting department I was handling the below

- Working as part of a team within a business environment.
- Supporting the accounting department by processing & preparing reports . Budgets handling cash, communications with clients and vendors.
- Follow up the settlements for the clients.
- Accounting data entry daily transaction vouchers (JV & PV).
- Managing petty cash, transfers, loans.

**Educational Background:**

European Global University 2017

Bachelor in Business Administration

**Computer Skills:**

Excellent Command of MS Office and Noira (payroll) Programs, EDM accounting programs.

**Languages:**

English	Excellent
Arabic	Excellent

**References:**

Available upon request.