



# HIBA JOUMAA

HR Graduate | FAMAGUSTA, 4550, CYPRUS | +905338494705

## DETAILS

Salamis road, Famagusta, 4550,  
Cyprus  
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### DATE / PLACE OF BIRTH

23/6/1996  
Beirut

### NATIONALITY

Cypriot/Lebanese

### DRIVING LICENSE

B driving licence

## SKILLS

Highly Organized

Communication Skills

Committed team player

Leadership

Good time management skills

Good work ethic

Data Entry

Cashier

Bilingual

## LANGUAGES

Englsih

Arabic

turkish

## PROFILE

Fresh graduate from the Human Resources department. Eager to explore my opportunities and enhance my skills in the most challenging fields!

## EMPLOYMENT HISTORY

### Inbound/Outbound Agent at First Coice Group LTD, Larnaca

November 2019 — February 2020

- Exhibited strong listening skills and worked to comply with all company efforts.
- Worked with a strong attention to detail and a keen eye for projects that need attention.
- Responded to problems with excellent troubleshooting abilities.
- Tried different approaches in order to reach daily sales targets.
- Exuded friendliness, professionalism, and enthusiasm.
- Accurately verified information and updated information databases as necessary.

### Buffet Waitress at Aeneas Hotels and Resorts, Ayia Napa

April 2019 — November 2020

A workplace that endures different European workforce in order to serve around 1500 tourists. The work environment was tense and requires physical and mental effort, however, creating good relationships with your co-workers made work easier.

- Brought forth passion and enthusiasm, resulting in favorable outcomes.
- Worked with a true sense of fairness.
- Scheduled daily tasks based on immediacy and importance.
- Maintained the highest standards of safety and hygiene throughout the restaurant as per city and restaurant regulations.
- Worked in accordance with all health and safety standards to promote wellness and the most enjoyable dining experiences possible.
- Helped to train new employees when needed.
- Worked as a team member to achieve the highest level of customer service.
- Remained professional and polite under all circumstances.

### Night Shift Supervisor/Waitress at Yogohamy Frozen Yogurt and Icecream, Famagusta

February 2017 — April 2019

A local family business located at the town where I completed my BS. I treated their business as mine and helped them through various rough times.

- Aimed to support a positive and productive work culture.
- Managed orders, supervised stock, and occasionally altered menus to offer seasonal and customer-pleasing items.
- Maintained a clean and organized environment, conducive to customer satisfaction.
- Maintained an environment that met all safety and health standards.
- Effectively managed this fast-paced shop.

## EDUCATION

○ BS in Human Resources Management, Eastern Mediterranean University,  
Famagusta

September 2016 — January 2019

○ BS in Management, Lebanese International University, Beirut

September 2015 — July 2019

Completed one year and then transferred to Eastern Mediterranean University.

## INTERNSHIPS

○ HR assistant at Sultan Steel SARL, Bachamoun, Lebanon

June 2016 — September 2016

- Reviewed and assessed resumes sent in by job applicants.
- Enhanced electronic filing methods to be more cohesive and effective.