**Hind Jemmouj**

48-08 Skillman Avenue, Apt. 2 F., Sunnyside, NY 11104

347-421-6044

logicsystemsllc@hotmail.com

**SKILLS:**

* Highly PC literate: Microsoft Word, Excel, PowerPoint, Internet research, Peachtree, and QuickBooks
* Excellent communication skills; trilingual: Arabic, French, and English - read/ write/Conversation

**EXPERIENCE:**

LaGuardia Community College, Long Island City

**Intern in Payroll Department** 2014-Present

* Performed data entry, configuring data spreadsheets and data analysis using Excel
* Compared memorandums and correspondence
* Maintained employee confidence and protects payroll operations by keeping information confidential
* Fill out the employee form for direct deposit, stub, new hires
* Updated payroll information by collecting, calculating, and entering data.
* Provided payroll information by answering questions and requests.

Scot residence, New York, NY

**Research/Personal Assistant** 2011-2013

* Supervised the household staff’s day-to-day activities and liaising with contractors
* Translated email correspondence, written documents, and telecommunication
* Opened, sorted, and distributed incoming correspondence, including faxes and emails
* Filed and retrieved personal documents, records, and reports
* Answered phone calls to appropriate parties or took messages
* Planned activities and events on a weekly basis
* Scheduled travel arrangements

Greystone LLC, New York, NY

**Marketing Assistant** 2008-2011

* Updated media plan, budget and invoices.
* Located and attached appropriate files to incoming correspondence requiring replies.
* Reconciled expense and general administrative duties
* Prepared weekly and monthly report on product performance, inventory, and financial statement
* Composed, typed, and distributed meeting notes, routine correspondence, and reports.

Bank Popular, Rabat, Morocco

**Human Resources Manager** 2004-2007

* Managed health insurance program for All Staff (Medical/Dental/Vision)
* Responsible for Payroll
* Administered leaves of absence, Assisted with orientation and training efforts
* Handled various departmental responsibilities and managed employment paperwork process
* Responsible for all HR functions, including strategic, planning, organizational development, staffing, training ,benefits administration, employee relations, management development and performances management

**EDUCATION:**

LaGuardia Community College, NY 01/2012-Present

**Business Administration Associate’s Degree**

Honors And Awards: **Certificate of Honor for Dean’s List, Member of Phi Theta Kappa International Honor Society (PTK)**

Med I College, Morocco 2004

**Bachelor Degree: Economics**