

CAREN SARKIS

Batroun, Lebanon

☎ : 961 76728293, Email: carensarkis9@gmail.com

LinkedIn Profile: <http://linkedin.com/in/caren-sarkis-552193210>

Profile: A motivated professional with a background in social work and human resources, combining case management experience with HR expertise. Skilled in coordinating services for vulnerable populations while also supporting HR functions such as recruitment, training, and employee relations. Passionate about leveraging my diverse skills to contribute to both humanitarian efforts and organizational development.

WORK EXPERIENCE

Caritas Lebanon, Naher Ibrahim Lebanon

November 2022 – Present

Case worker – PWSN (refugees and Lebanese internal displacement) – Under UNHCR project

- Provide listening and counselling services to refugees, fill the social files and integrate all related information on the system.
- Respond to emergency cases and run 24-hour helpline for refugee victims of violence and urgent cases.
- Liaise with lawyers for legal consultations and refer beneficiaries to relevant service providers when needed.
- Conduct home visits to assess the needs; Conduct field visits depending on the follow-up to be provided to each beneficiary.
- Provided financial assistance by preparing and submitting applications for ECA, EPCA, PCAP; ensuring timely support for those in need.

Charitable Chaldean Society Lebanon (CCSL), Beirut Leban

June 2021 – October 2022

Social worker – Child protection (Chaldean population) – Under ICU project

- Ensure proper follow up on all actions to be considered for individual cases till achieving desired results
- Prepare progress monthly reports on cases of beneficiaries and on activities implemented
- Assess, plan and implement activities in coordination with the field coordinator when necessary
- Refer traumatized cases to the psychologist for counseling and assistance

VOLUNTEER EXPERIENCE

Social Workers Syndicate, Lebanon

September 2024 – December 2024

Emergency Response Volunteer (Lebanese internal displacement people)

- Submit daily reports and challenges detailing the tasks accomplished each day.
- Distribute medical kits to each shelter and provide explanations for each medication included.
- Worked with a team to offer crisis intervention and continuous mental health support.

EDUCATION

Lebanese University, Beirut Lebanon

December 2022 – Jan 2025

Master Degree in Human Resources

Lebanese University, Beirut Lebanon

November 2017 – June 2021

Bachelor Degree in Medical Social Work

CERTIFICATIONS

- Himaya, Child protection officer training (CPO), 2022
- International Medical Corps (IMC). Detection and Referral for Mental Health Cases, 2021
- Abaad, Protection from sexual exploitation and abuse (PSEA), 2021
- International Rescue Committee (IRC), Emergency preparedness for child protection in humanitarian action, 2021
- KAFA, Violence & Exploitation, training on the "caring for child survivors of sexual violence guidelines, 2019

INTERNSHIPS

➤ **HR Assistant, Wilco PM, Chekka Lebanon**

April 2024- June 2024

- Provide administrative support to the HR department, including scheduling meetings, preparing HR reports, and handling employee inquiries.
- Assist in coordinating training sessions and workshops and ensure all employee records are accurate, up to date, and stored securely.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

SKILLS

- Communication Skills. Critical Thinking and Problem-Solving. Collaboration and Teamwork. Adaptability and Flexibility.
- Fluently spoken and written Arabic, French and English. Good working knowledge of Microsoft Office (Word, PowerPoint and Excel).

