

# Mohamad Farhat

Beirut | 71015173 | [Mohamadfarhat114@gmail.com](mailto:Mohamadfarhat114@gmail.com) | [www.linkedin.com/in/mohamadfarhat97](https://www.linkedin.com/in/mohamadfarhat97)

---

## Objective

To obtain a position that will offer a variety of responsibilities where abilities and skills can be fully utilized.

## Education

**MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT - BRUNEL UNIVERSITY LONDON | 2021**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION WITH EMPHASIS IN MANAGEMENT - LEBANESE AMERICAN UNIVERSITY | 2019**

## Experience

### ***Chedid Capital Holding***

*Human Resources Intern | October 21 – February 22*

- Assisted in the recruitment process by conducting prescreening, conducting reference checks, and sending regret letters.
- Screened Resumes using social media and online data bases to identify potential candidates.
- Built a cv pipeline containing a database for all screened candidates.
- Created forms to document interviews and assessments.
- Created a recruitment logbook and a metrics sheet
- Contacted candidates for interviews
- Followed up with new joiners for required documentation.
- Assisted in maintaining a filing system for all HR papers.
- Aided in planning and organizing the onboarding process for new employees.
- Ensured proper filling of employee information in the HR system.
- Prepared and filled NSSF and MOF papers for employees.
- Collaborated with 5 HR professional to ensure completion of clerical and administrative tasks.
- Created HR trackers and dashboards for recruitment, onboarding and offboarding.
- Fulfilled other duties as requested by HR department.
- Wrote recommendation and disclaimer letters.
- Assisted in the offboarding process for exiting employees.

## **Talent Capital**

Business Advisory Consultant Trainee | *June 20 – September 20*

- Researched company structures and learned how to create human capital structure for organizations.
- Created Job description from varying roles and positions ranging from high grade managers to low grade executives and officers.
- Meeting clients and follow up with the recommended strategies and objectives.
- Actively posting job ads on social media.
- Screened Resumes and help phone interviews with candidates.
- Created Power point presentations and Excel sheets and dashboards.

## **NokNok**

Operations Trainee | April 20 – June 20

- Responsible for drivers and pickers attendance.
- Created weekly schedules for driver and pickers.
- Assisted in head hunting drivers and pickers.
- Held phone and live interviews with candidates.
- Learned the SOP for the functions in the operations teams.
- Responsible for calculating salaries in the operations team.

## **Volunteering & Extra Activities**

- AIESEC in Lebanon – Talent Management Team.
  - Responsible for recruitment – onboarding – and talent planning.
- Vice president of a culture club in LAU
  - Responsible for event planning.
- Logistics Coordinator in MAL LAU.
- Board Game instructor at Multiverse.

## **Skills Summary**

HRIS System – Research – Screening and Scheduling – Microsoft Office –  
Communication – Quick Grasping – Cooperative – Teamwork