

# ARAXIE BERBERIAN

## TALENT ACQUISITION SPECIALIST

### Contact Information

🏠 Lebanon, Mount Lebanon  
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### Education

- **BA - HUMAN RESOURCES MANAGEMENT**  
[Arab Open University, Naccache | 2015 - 2018](#)

### Professional Experience

- **Malia Group, Zalka | 07/2017 - Till Present**  
[TALENT ACQUISITION SPECIALIST](#)
  - Enhance and update the Applications Databases ensuring the speed of the selection process, ease of reporting, while ensuring accurate and on-time data entries
  - Ensure proper external job posting and conduct search for potential candidates on Social Media, Malia Group's website, and Recruitment Search Engine websites
  - Conduct first interviews (Phone, skype and/or in person) for assigned positions
  - Perform reference check on candidates, on need basis, and fill related form
  - Follow-up on required documents with candidates to complete related Employment Application
  - Perform up-dates on already existing job description/job analysis templates
  - Organize the monthly orientation session for new comers
  - Prepare, in coordination with the hiring manager, the training to be taken by the new employees
  - Actively support the construction of the Social Media strategy to enhance the Employer's Branding
- **ABC Sal, Dbayeh | 11/2015 - 07/2017**  
[CASHIER/CUSTOMER SERVICE REPRESENTATIVE](#)
  - Handle cash, credit or check transactions with customers
  - Issue change, receipts, refunds or tickets
  - Resolve customer complaints, guide them and provide relevant information
  - Maintain clean and tidy checkout area

### Volunteer Activities

- **FIREFIGHTER**  
[Lebanese Civil Defense | 01/2020 - till Present](#)
- **SCOUT**  
[Homentmen Armenian Scout | 2000 - 2012](#)

Languages

English	<div></div>
Arabic	<div></div>
Armenian	<div></div>
French	<div></div>

Competencies

- **Effective Communication**
- **Attention to Details**
- **Initiative/Innovation**
- **Customer/Stakeholder Focus**

References

Available upon request

