

Mariane Karouta

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SUMMARY:

Enthusiastic Human Resources with 4 years of experience and around 2 years of CV Builder experience, and major emphasis on the media cycle. Maintained records for over 600 employees, handled the Screening process, Payroll, Compensation and Benefits process, and Attendance sheet.

EXPERIENCE:

2021 – PRESENT

HUMAN RESOURCES OFFICER/ GENERALIST, DIGITAL REVAMP

- Screening and Interviewing for different job vacancies, from different countries.
- Job posting on different platforms, and headhunting on LinkedIn.
- Sending assessments to the potential candidates in both Lebanon and United State.
- Following up on the timesheet, and tasks on Asana to make sure everything is working smoothly.
- Perform orientations, onboarding, preparing offer letters and update records with new hires
- Keeping up date files for all the current staff members.
- Scheduling an Exit Interview, and Return of Companies Assets for the leaving staff.
- Work closely with the operation lead.
- Responsible of the minutes of meetings for all internal meetings with the staff.
- Assisting in writing the proposals for any new client.
- Preparing Monthly Consumption Reports.

2021 – PRESENT

APPLICANT RELATIONS OFFICER, LEBRIDGE

- Counseling sessions with job seekers.
- Matching the candidates to jobs.
- Following up with the candidates
- Keeping up-to-date information on the platform.

2019 – PRESENT

CV BUILDER, FREELANCER

- Created more than 20 CVs from scratch
- Interacted with the clients to make sure every information is correct and that he/she is satisfied with the finale draft
- Produced resumes in different languages: French, English, and Arabic

JANUARY 2020 – MARCH 2020

EVENT MANAGEMENT, DPNA – LIMITED CONTRACT FOR 3 MONTHS

- Arranged all event set-up, tear down and follow-up processes
- Booked Locations and schedule movies and speakers.
- Accomplished all event operations
- Checked in at the day of the event to ensure everything meets standards.

2016 – 2019

HUMAN REOURCES COORDINATOR, NINI HOSPITAL - TRIPOLI

- In charge of more than 550 employees
- Interviewed and Evaluated applicants for several job vacancies
- Enrolled and Nominated applicants
- Monitored the employees' improvement
- Appraised several current employees' performances
- Checked CV's sent to the hospital by email and hard copies
- Organized attendance sheets for current employees and sick leaves
- Coordinated the payroll process for all the employees and the interns with the Accounting department
- Prepared some reports about the manning and the horizontal hierarchy in each department
- Operated on the medical social security papers (NSSF) for the secured employees

EDUCATION:

2018

BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCES MANAGEMENT

NOTRE DAME UNIVERSITY, LEBANON

VOLUNTEER:

- Event Assistant at Tripoli Film Festival 2019

SKILLS:

- CT Serve
- Airtable
- Asana
- Microsoft Office (Excel, Outlook, Power Point, Word)

LANGUAGES:

- Arabic, English, and French.