

Melissa Mghames

Education

2015-09
- 2019-05

Sagesse University, Lebanon
bachelor of Human Resources, business

Certificates

Body language and communication skills
Given by Dr. Dory Daou at Berytech Mathaf, on the 2nd of june 2018

Work History

2020-02
- present

Junior Recruitment Consultant
Net-recrute, Lebanon

- Post job ads on professional sites and social media.
- Participate in candidate sourcing efforts.
- Assist teams in screening resumes.
- Conduct initial phone screens.
- Schedule calls and interviews.
- Use recruiting software (ATS) to keep track of open roles.
- Write the interview result and report it to the clients.
- Follow up with both clients and candidates during the process.
- Network with professionals within the IT industry and develop professional relationships with the candidates.

2016-12
- 2019-02

Contractor Employee
Ministry of Interior and Municipalities , Lebanon

- Participating in refienement of the records formats.
- Screening old records and correcting the mistakes that have took place.
- Filling the information templates of the citizens.
- Filing the records of every District before transferring them to the Ministry.

2012-01
- 2016-01

Hostess
Kristie's agency, Lebanon

- Promoting new products for our customers.
- Hosting guests attending events and ceremonies.
- Prepare attendance sheets for the guests.
- Surveying and training new employees that have joined our team.

Volunteering

2018-08
- 2018-10

HR volunteer at Labora Organization

- Conducting phone interviews with clients and candidates.
- Following up with candidates.
- Interviewing candidates face to face.
- Writing the interview result and reporting it to the clients.

Personal Info

Email
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Phone
+961 78940375

Address
Lebanon

Skills

Microsoft office/word/powerpoint/excel ★★★★★

Communication skills ★★★★★

Organization Skills ★★★★★

Quick adapt to a new work environment ★★★★★

Presentation skills ★★★★★

Languages

Arabic ★★★★★

English ★★★★★

French ★★★★★