

Myriam Kamal Tohme

BBA in Human Resources Management

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Experience

HR Officer July 2018-September 2020
Movenpick Hotel Beirut

Working throughout the HR department handling various tasks. Responsibilities included:

- Verifying employee attendance, hours worked, and pay adjustments
- Assisting in employee payroll
- Completing monthly and annual reports e.g. vacation, productivity and budget reports
- Verifying and maintaining personnel related documentation including recruitment, termination, employee leaves, performance evaluation and promotions
- Reviewing and updating job descriptions
- Reviewing job applications/resumes to match applicants with job requirements and refer qualified applicants to managers
- Conducting reference or background checks on potential candidates
- Handling insurance related tasks e.g. enrollment, cancelation, claims
- Conducting new employee inductions
- Conducting leavers exit interviews and ensuring that necessary termination paperwork is completed
- Preparing letters and certificates e.g. Employment, Salary, and VISA
- Organizing the HR archive and filing system

Intern HR Officer June 2017 – July 2017
Technica International - Bickfaya

Internship rotation within the HR Department

- Worked in the Training Department with senior HR Officers on the renewal of company's workshops and training activities.
- Extracting learning outcomes from previous negotiations to make use of in future workshops.



Education

BBA, Human Resource Management
Notre Dame University - Zouk Mosbeh
Graduation: May 2018

BAC II, Economics Sciences
Jesus and Mary School - Rabieh
Graduation: July 2014



Training and Certifications

Finding and Retaining High Potentials
LinkedIn Certification

Human Resources: Running Company Onboarding
LinkedIn Certification

Managing Stress for Positive Change
LinkedIn Certification

Talent Sourcing
LinkedIn Certification

Strategic Human Resources
LinkedIn Certification

Recruiting Foundations
LinkedIn Certification

Performance-Based Hiring
LinkedIn Certification

Creating and Giving Business Presentations
LinkedIn Certification

First-Aid and CPR Training
Lebanese Red Cross



Computer Skills

MS Office
Proficient

Bayan HRMS
Proficient



Memberships & Affiliations

Missionaries of Charity at Mother Theresa's House
-Kolkata, India



Languages

Arabic
Proficient

English
Proficient

French
Basic