

Lubna Mosleh

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Education

BEIRUT ARAB UNIVERSITY

Business Administration, Marketing

Relevant Coursework: Organizational Behavior, Strategic Management, Financial Management, Operations Management, International Marketing, Business Law, and Business Ethics.

Beirut, Lebanon

June 2023

Experience

RELIEF INTERNATIONAL

HR Admin Assistant

Beirut, Lebanon

June 2022 – September 2022

- Performed a variety of HR duties, including printing, scanning, and copying.
- Organized, compiled, and updated the organization's personnel documents and records.
- Maintained and updated HR databases with various data, including new hires, terminations, sick, leaves, warnings, vacation, and holiday days.
- Provided assistance with managing, creating, and paying payroll.
- Helped organize and manage new employee orientation, onboarding, and training programs.
- Supported any requests and inquiries about HR, both internal and external.
- Scheduled interviews, screened calls, monitored technical and written assessments, and conducted in-person and online interviews to identify the most qualified candidates.
- Contacted references, and prepared documents and policies for new joiners.
- Prepared and printed out all needed documents for the new joiners in alignment with the HR policies and procedures and close coordination with the relevant HR Member.

CREATIVES

Digital Marketing Specialist

Beirut, Lebanon (Remote)

April 2022 – May 2022

- Create marketing campaigns and ad strategies and allocate budgets for online marketing.
- Prepare material for social media, websites, email marketing, and other aspects of marketing.
- Create and manage social media campaigns and ads to boost awareness and engagement.
- Deliver final content for brands in collaboration with the team, designer, and web developer.
- Deliver monthly calendars to customers on schedule.
- Analyze digital data, compile social media performance reports, and provide suggestions.
- Follow up on website updates, optimize content, and look at data analytics.

ALGOORU

People Operations Intern

Beirut, Lebanon

November 2021 – December 2021

- Assist the People team with research, developing, and editing new policies, practices, and initiatives.
- Collect feedback from new hires on candidate experience.
- Research and try tutor-sourcing channels.
- Onboard new talents and tutors.
- Support the development of AlGooru's first performance development system.
- Enhance the tutor's vetting criteria.
- Engage with new tutors frequently and act as a point of support for them.
- Maintain AlGooru's talents and tutor's database in a highly organized manner.
- Address talents' requests and queries in a prompt manner.
- Create and monitor tutors' performance evaluations.

MAKHZOUMI FOUNDATION

Admin and HR Intern

Beirut, Lebanon
June 2021 – February 2021

People Team

- Create job descriptions and interview questions customized to meet each position's requirements.
- Plan interviews and selection procedures, such as screening calls, evaluations, and in-person interviews, to identify and pinpoint the most qualified individuals.
- Examine the information provided by applicants, including their resumes, portfolios, and references.
- Create onboarding process guides for new interns and volunteers.
- Evaluate other interns' performance through weekly meetings and mentorship.

Marketing Team

- Conduct market research and market analysis
- Assist with promotional marketing and advertising initiatives.
- Refine social media strategies with the rest of the marketing team.
- Manage the editorial schedule and social media platforms to ensure that content is timely, relevant, and engaging.
- Prepare weekly and monthly reports to track campaign growth and success rates.

Leadership & Activities

MAKHZOUMI FOUNDATION

Leader

Beirut, Lebanon
October 2021 – November 2021

- Led a team of more than 50 volunteers in the Hamra Street Cleanup Event under the Makhzoumi Foundation in which we covered two blocks and conducted interviews that were broadcasted on Al Nahar TV.
- Hosted a volunteering event for the Prophet's Birthday under the Makhzoumi Foundation with the help of the team.
- Through the involvement of volunteers, staff members, and the intern team we were able to participate in the "Beirut Clean" event in which we participated in cleaning the highway stretching from Barbir to Salim Salem Street.

Skills & Interests

Skills: People Management, Collaboration and Teamwork, Leadership, Analysis, MS Office, and Communication.

Language: Arabic (Native), Russian (Native), English (Expert), French (Beginner), and Italian (Beginner).

Interests: Volunteering and Community Work, Sports and Meditation, Reading, and Self-Improvement.