

# Lama Abou Chaheen

Saida, Lebanon

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## Career Objective

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As a highly motivated and detail-oriented individual with more than a year of experience, my objective as an HR intern is to gain practical experience in the human resources field. I aim to develop a comprehensive understanding of HR best practices, policies, and procedures while actively participating in areas such as recruitment and selection, employee engagement, and performance management. Through this internship, I intend to enhance my communication, problem-solving, and interpersonal skills.

## Work Experience

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**HR Internship      IOM UN      July 2023 – Present**

The International Organization for Migration (IOM) is part of the United Nations System as the leading inter-governmental organization promoting since 1951 humane and orderly migration for the benefit of all.

- Assisted the team through recruitment process (full cycle) starting from the requisition till the recruiting face
- Payroll, Issued end of month requests for payment, and vendor creation for affiliate workers
- Assisted with general administrative functions and data entry of Human Resources unit
- Digitalized staff's physical files as per the HR matrix given within creating database on SharePoint platform
- Attended interviews and filled candidate evaluation form

**HR Internship      Right To Play      October 2022 – December 2022**

Right To Play is an international non-profit organization whose mission is to use play to empower vulnerable children to overcome the effects of war, poverty, and disease.

- Managed professional scheduling including agendas, emails, calls, travel arrangements, client management, and other organization logistics.
- Conducted phone calls with suppliers and drafted forms of request for office supplies and stationery.
- Supported the HR and Admin Officer in auditing staff files.
- Updated staff files and contacts on weekly basis for the whole company's employees.
- Scanned and filed staff attendance sheets on daily basis for 20+ employees.
- Planned for staff meetings on weekly basis. Two meetings per day.

## **HR Apprenticeship      Makhzoumi Foundation**

**June 2022 - September 2022**

Makhzoumi Foundation is a National, private, not-for-profit Non-Governmental Organization (NGO) with a strong desire to help empower the community in Lebanon to achieve self-sufficient independence via improved prospects.

- Provided administrative support for the recruitment process. Where I scanned more than 50 CVs
- Produced excel reports on daily basis.
- Assisted in the day to day work of the team from different departments.
- Drafted forms to request stationery each week.

## **Volunteering**

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### **Humanitarian Volunteer      Anera NGO**

**April 2022 – June 2023**

American Near East Refugee Aid is an American 501 non-governmental organization that provides humanitarian and development aid to the Middle East

- Examined and processed data into simple forms in accordance with instructions and guidelines received.
- supported the humanitarian team in distributing and MEAL team in data collection
- Handled Administrative tasks at office, Organize the filing documents
- Assisted in data entry
- Follow the MEALs standard procedures for data collection

## **Training and Certifications**

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### **Junior Accountant**

**March 2023**

- Prepared all types of journal vouchers
- Organized accruals and prepaid expenses
- Prepared income statements and balance sheets
- Studied depreciation, amortization and reconciliation

### **Certificate of Participation in “INNOVATION CAMP” project- INJAZ, Lebanon**

**June 2022**

### **Employment Hub Program – The Nawaya Network with collaboration with UN**

**June 2023**

## EDUCATION

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**Lebanese International University (LIU) – Saida, Lebanon**

**September 2019 - June 2022**

Bachelor Degree in Business Management Information System with GPA 3.6

## SKILLS

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### Computer Skills

MS-Office (Word, Excel, PPT, Outlook), QuickBooks, Basic JAVA

## REFERENCES

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Maya Madani

Senior HR Assistant at IOM

[mmadani@iom.int](mailto:mmadani@iom.int)

Rayan Tarabah

People and Culture Officer at Right To Play

[RTarabah@righttoplay.com](mailto:RTarabah@righttoplay.com)

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