

Shireen Mneimneh

Human Resources Management

Personal details

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Education

Jan 2019 - Jan 2024	Bachelor of Business Administration - BBA, Human Resources Management Université La Sagesse - ULS, Beirut
Sep 2014 - Jun 2018	Lebanese Baccalaureate in Sociology and Economics Lebanon Evangelical School for Boys and Girls, Baabda

Employment

Feb 2024 - Present	HR and Admin Ring N Bring, Beirut Governorate, Lebanon <ul style="list-style-type: none">Coordinated office activities and operations to secure efficiency and compliance to company policies.Supervised administrative staff and divide responsibilities to ensure performance.Screened candidates during the recruitment process, including reviewing resumes, conducting interviews, and coordinating with department heads to select the best candidates.Onboarded all new hires, ensuring a smooth transition into the company by providing comprehensive orientation sessions, introducing company policies, and coordinating initial training
Jan 2023 - Nov 2023	Sales HR Coordinator BM Vending Machines, Beirut, Beirut Governorate, Lebanon <ul style="list-style-type: none">Managed company organization structure, responsibilities, and staffing levels.Selected suitable sales people, and met the needs of customers at all times.Developed and renewed new sales material.Monitored and evaluated the performance of the sales team, providing feedback and implementing improvement plans where necessary.
Mar 2020 - Jul 2022	HR specialist and Social Media Admin Mellow, Beirut, Beirut Governorate, Lebanon <ul style="list-style-type: none">Led new talent acquisition and recruitment processes for new full-time and

part-time hires.

- Conducted new employee onboarding. Focused on team membership to enhance performance.
- Assisted in setting sales targets and goals, aligning them with overall company objectives.
- Generated and analyzed sales reports to track performance, identify trends, and inform decision-making.

Jun 2019 - Jul 2019

Training And Development Intern

Al Rifai Arabia, Beirut, Beirut Governorate, Lebanon

- Contributed ideas and suggestions for continuous improvement of the training and development function.
- Maintained accurate records of attendance and evaluations.
- Supported the onboarding process by assisting with orientation sessions for new hires, introducing them to company policies, and guiding them through initial training.
- Assisted with various administrative tasks.

Jan 2017 - May 2019

Sales Manager

Toys Treasure, Beirut, Beirut Governorate, Lebanon

- Analyzed market trends and competitor activities to identify opportunities for growth.
- Built and maintained strong relationships with key clients.
- Researched industry change or new trends.
- Successfully met or exceeded monthly and quarterly sales targets, contributing to overall revenue growth.

Jul 2016 - Sep 2016

Administrative Assistant

Betterfromscratch, Beirut, Beirut Governorate, Lebanon

- Managed the store during shift and met the needs of clients with direct follow-up.
- Answered phone calls, emails, and other forms of communication.
- Drafted and proofread correspondence, memos, and reports.
- Assisted in inventory management by tracking stock levels, placing orders for supplies, and receiving deliveries.

Skills

Microsoft Office (Word, Excel, Powerpoint)

Communication

Copywriting

Relationship Management

Time Management

Performance Management

Training and Development

Languages

English	Fluent
Arabic	Fluent
French	Beginner