

JIRAYR KESHISHIAN

HUMAN RESOURCES

CONTACT

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Lebanon

SKILLS

- Time Management
- Motivated and flexible
- Organizational
- Good communication
- Leadership
- Teamwork
- Adobe Photoshop and Premiere
- Procreate

VOLUNTEERING

Rotaract Beirut Cosmopolitan

Club President

July 2024 - Present

Saint Trinity Church

Sunday School Teacher

2015-Present

CERTIFICATES

Rotaract Lebanon

Presidents Elect Training Seminar

2024

RYLA

Rotary Youth Leadership Award Program

2024

ProAble Academy

Training - Essentials of Diversity and Inclusion in Recruitment

2024

Banque De Liban

Training

2023

Maharat" from Google

Training

2020

LANGUAGES

English

Arabic

Armenian

OBJECTIVE

A dedicated HR fresh graduate with proven people-oriented skills, seeking a position in Human Resources Management where I can utilize my knowledge and expertise in an engaging work environment.

WORK EXPERIENCE

HR Admin Intern

Oreyeon - Portugal/Lebanon (Hybrid)

Sep 2024 - Present

- Developed onboarding guides, videos, and gamification features.
- Automated hiring workflows with extension tools.
- Enhanced headhunting databases and screening sheets.
- Created onboarding kits for new hires.
- Standardized processes with SOP templates.
- Customized interview questions and refined selection processes.
- Compiled FAQs and designed policy courses on EdApp.

Human Resources Intern

Tuwaiq Turk - Saudi Arabia (Remote)

Mar 2024 - Jun 2024

- Screen CVs, schedule interviews, and interview candidates.
- Manage applicant tracking systems for accurate data recording.
- Coordinate new employee onboarding, including paperwork and orientation.
- Facilitate contract signings, ensuring compliance with policies.
- Welcome new hires on their first day, providing necessary information and resources.

Content Creator (Freelance)

Browtown - Lebanon

Mar 2023 - Present

- Conducted weekly content-shooting sessions.
- Developed monthly content plans and strategies
- Edited videos and reels to create engaging content.
- Analyzed insights and data to refine content strategies and improve engagement.

Sales and HR Admin

While we're young - Lebanon

Jun 2023 - Oct 2023

- Maintained payroll functions; followed up on employee attendance
- Screened resumes
- Interviewing candidates and contacting references
- Assisted clients
- Customer service and visual merchandising

Recruiter & HR Admin

Griffin Technology - Lebanon

Jun 2022 - Jan 2023

- Managed payroll, recruitment, and performance evaluations to support employee growth.
- Administered compensation and benefits programs to attract and retain talent.

Assistant Manager

Toys4Less - Lebanon

Oct 2021 - May 2022

EDUCATION

Haigazian University

BA in Business Administration with an emphasis in HRM

2020 - 2024

United Armenian College (UAC)

Socio/Economics - Lebanese Baccalaureate Degree

2017 - 2019