

Ibrahim El Hoss

Location: Beirut, Lebanon

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Personal Information

- **Marital Status:** Single
 - **Nationality:** Lebanese
 - **Date of Birth:** February 11, 2002
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Professional Experience

Invoice Data Entry Clerk, TAKKO Company

June 2024 – March 2025

- Leveraged business management to streamline the billing invoice process for both individual customers and companies.
 - Verified orders before delivery, ensuring accuracy and compliance with company policies.
 - Implemented efficient invoicing processes, utilizing organizational and analytical skills acquired during academic coursework.
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Education

Professional Diploma in Human Resources Management . LMI Educational Institute

Bachelor of Science in Business Management, Emphasis in Human Resources *American University of Science & Technology (AUST)*

2020 – 2024

Baccalaureate II

Beirut Baptist School

2019

Internships

Recruitment Intern, Khoubourat Agency

September 2023

- Applied HR principles to assist in the full recruitment process, from job posting to onboarding.
- Conducted initial phone screenings, gathering candidate information and assessing fit based on HR best practices.
- Enhanced interpersonal and communication skills through direct interaction with candidates and employers, applying theories learned in the HR program.

HR Intern, Al Makassed Hospital

September 2022 – November 2022

- Entered and maintained candidate information in the hospital's HR database, using data management skills from the business management curriculum.
- Utilized LinkedIn and other professional networks to source potential candidates, demonstrating knowledge of modern recruitment techniques.
- Screened and organized candidate CVs for various medical and administrative positions, aligning with coursework in talent management.
- Gained experience in a high-pressure, fast-paced environment, enhancing organizational and multitasking abilities through real-world application of academic knowledge.

HR Intern, Lancaster Plaza Hotel

July 2022

- Supported the recruitment team by participating in candidate interviews, applying HR theories to practice.
- Managed employee leave schedules and updated records in the HR system, demonstrating skills in HR information systems.
- Contributed to the onboarding process by preparing orientation materials and assisting new hires, utilizing skills learned in employee training and development courses.
- Developed a deep understanding of hospitality industry standards and HR best practices, reinforcing academic concepts through practical experience.

Leadership and Interests

Unit Leader, Beirut 4 (B4) Scout Group

April 2024 – Present

- Led a team of scouts in planning and executing community service projects, applying leadership and project management skills.
- Organized and supervised outdoor activities, promoting teamwork and leadership development in alignment with HR principles.

- Enhanced problem-solving skills by addressing challenges and ensuring the safety and well-being of all participants.

Assistant Unit Leader, Beirut 4 (B4) Scout Group *March 2020 – March 2024*

- Supported the Unit Leader in organizing events and activities, applying skills in team coordination and leadership.
- Mentored younger scouts, fostering a sense of responsibility and community, demonstrating coaching and mentoring skills.
- Developed strong leadership and communication skills through coordinating with parents and community members.

Languages

- **Arabic:** Native
 - **English:** Fluent (Written, Spoken & Read)
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Technical Skills

- **Microsoft Word**
 - **Microsoft Excel**
 - **Microsoft PowerPoint**
 - **Epi Info**
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Soft Skills

- **Leadership:** Proven ability to lead and mentor teams, demonstrated through scout leadership roles.
- **Communication:** Excellent verbal and written communication skills, developed through HR internships and scout activities.
- **Teamwork:** Strong team player with a collaborative approach, enhanced through scout group projects and professional experiences.
- **Organizational Skills:** Adept at managing multiple tasks and prioritizing effectively, evidenced by professional and volunteer roles.
- **Problem Solving:** Capable of identifying issues and implementing effective solutions, honed through various leadership and internship experiences.
- **Time Management:** Efficiently manages time and meets deadlines, crucial in both professional and academic settings.

References

Available upon request.