

MIRA AKOUM

Human resource management
minor psychology

Contact

- +961 70008256
- Mira.akoumm@gmail.com
- Mira Akoum
- Lebanon

Education

RAFIC HARIRI UNIVERSITY 2025
Human Resource Management,
Minor in Psychology

NATIONAL EVANGELICAL 2020
INSTITUTE FOR GIRLS AND BOYS
Lebanese Baccalaureate of Sociology
and Economics

CERTIFICATIONS

Self-Development Workshop -

- "Best Version of You"
- Lebanese Red Cross
- The Basic CEA for LRC Frontliners
 - Emergency Cash and Vouchers Assistance
 - WHASH in Emergencies
 - First Aid and Self-care

Volunteering

Lebanese Red Cross 2020 - Present

- Disaster Management - DM
- Disaster Risk Reduction - DRR

IT Skills

- MS Office (word, excel, powerpoint)
- Canva
- ArcGIS

Language

Arabic (Native)
English (Fluent)
French (A1 Level)

ABOUT ME

A graduate in Human Resources with a minor in Psychology. Looking for a position where I can expand my knowledge and skills. I am good in teamwork and team leadership, have a great attention to details, good Interpersonal and communication skills and great at multitasking.

EXPERIENCE

IRADA – KHOUBOURAT

June 2025 -

Internship - Talent Acquisition

August 2025

- Created application forms, contacted jobseekers, and conducted phone screenings.
- Scheduled interviews, matched CVs to vacancies, and gathered post-interview feedback.
- Assisted the KHOUBOURAT HR program and maintained jobseeker databases.
- Drafted job descriptions, posted vacancies, and developed internal templates.

WH WORLDWIDE

2023 - 2024

Business Planning & Development

- Developed business plans, introduced innovations, and optimized operations to increase profitability.
- Analyzed trends and built strong relationships to create new opportunities.
- Led recruitment, onboarding, and training to align with organizational goals.
- Prepared reports, managed payroll, and ensured compliance with regulations.

LEBANESE RED CROSS

Disaster Management - DM

2020 -

MEAL focal person

Present

- Developing tools, collecting data, and ensuring feedback mechanisms to track project performance and uphold accountability standards.
- Analyzing findings, preparing reports, and sharing lessons learned to improve program quality while training staff on MEAL practices.
- Delivering essential supplies and necessities to conflict-affected areas during war.
- Planning field visits, and identifying vulnerable areas for targeted aid.
- Providing hygiene education to refugees.
- Overseeing fundraising donations and coordinating logistics for aid distribution.

ACTIVITIES

Lebanese Red Cross Trainings

- CEA Foundation and Feedback Kit Training
- RFL Training
- WASH in Emergencies Training
- EVCA Training
- Emergency Plan of Action Training
- Unicef Project Key Messages Training
- (PSS - PGI)
- Epidemic and Pandemic Preparedness and Response
- Basic Safer Access