

# Sara Slaibeh

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## Professional Summary

Motivated and detail-oriented Management Graduate and HR CDP Certified Apprentice with hands-on experience in human resources, logistics, and customer service. Recognized for strong communication, adaptability, and a proactive approach to achieving goals.

Demonstrated ability to perform effectively in both collaborative and independent work environments. Passionate about developing a long-term career and contributing to organizational growth through continuous learning and professional development.

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## Education

**Lebanese University**

**October 2017- March 2023**

Bachelor's Degree in Business Administration and Management

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## Experience

**Talenzia**

**June 2025 - July 2025**

HR Apprenticeship Trainee

Supported HR functions including recruitment coordination, on-boarding, payroll support, and employee file management, Including:

- Recruitment & On-boarding: Assisting in candidate sourcing, interview scheduling, and on-boarding new hires.
- Employee Relations: Understanding HR policies and helping maintain positive workplace culture.
- HR Administration: Learning essential administrative tasks and mastering employee file management, documentation, and record-keeping.
- Compliance & Law: Introduction to HR law and compliance requirements, including labor laws and regulations.
- Performance Management: Supporting processes for employee evaluations and tracking employee development.

## **CMA CGM Lebanon**

Business Data Support Officer

**June 2023 - February 2025**

- Liaising with relevant stakeholders to address any discrepancies and ensure alignment.
- Handling import/export cases according to the vessel schedule.
- Inputting, updating, and verifying data in databases and excel spread sheets.
- Supporting in preparing related documents and reports.
- Maintaining accuracy and attention to details while entering information.
- Coordinating and communicating with internal departments/entities and external parties.

## **Parfois**

Sales Associate

**March 2022 - March 2023**

- Assisted customers professionally.
- Replacement, Spot check, checking alarms, cash control, checking and sending emails are daily tasks done at the store.
- Maintained UPT metric measurement daily.
- Handled store reports to upper management.
- Coordinated visual merchandising with color and theme coordination.
- Managed Stock after every shipment with the store manager's supervision.

## **Diffa Group**

**March 2019 - August 2021**

Promoter / Brand Ambassador

- Demonstrated features of a specified product to and audience or client.
- Provided advice and guidance on product selection to customers.
- Disseminate product samples, brochures, flyers, etc.
- Submit daily sales report to upper management.

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## **Skills**

### **Core Skills**

- Human Resources Administration
- Talent Acquisition & On-boarding
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Data Entry & Analysis
- Team Collaboration & Communication
- Problem Solving & Organization

**Languages:**

- Arabic (Fluent)
- English(Fluent)
- French (Basic)

**Interests:**

Arts and culture, Fashion, Economic Empowerment, Supply Chain, Human resources,and social action.

**Certifications and Projects:**

- **Talenzia** : HR Apprenticeship Program (**CDP Certified**)
- **Senior project** “The Impact of Emotional Intelligence on work team cohesiveness and performance” with honors “very good graded”, **associated with the Lebanese University.**
- **IELTS General** obtained from IELTS Official.