

# RITA NAMMOUR

## DETAILS

### ADDRESS

Beirut  
Lebanon

### PHONE

00961 71 209967

### EMAIL

rita.na13@hotmail.com

## SKILLS

Ability to Multitask  
Administrative Operations  
Attention to Detail  
Business Planning  
Communication Skills  
Confidentiality  
Coordination Skills  
Customer Service  
Microsoft Office  
Problem Solving  
Recruitment and Selection  
Sales  
Team Management  
Verbal and Written  
Communication Skills

## LANGUAGES

Arabic  
● ● ● ● ●  
English  
● ● ● ● ○  
French  
● ● ● ● ○

## PROFILE

Results-driven and detail-oriented professional with strong experience in administrative and operational tasks. Skilled in managing processes, coordinating projects, and maintaining accurate records.

## EMPLOYMENT HISTORY

### Human Resources Department , Saba & Co. Intellectual Property

Beirut

Oct 2022 — Present

**HR Officer** | June 2025 - Present

**HR Assistant** | October 2022 - May 2025

- Manage end-to-end recruitment processes, including job posting, candidate screening, interview scheduling, conducting interviews, providing feedback, preparing offer letters, and onboarding new employees.
- Develop and updated comprehensive job descriptions to align with organizational needs.
- Oversee probation period processes, ensuring timely evaluations and feedback.
- Maintain and updated the HR database and employee records with accuracy and confidentiality.
- Monitor and managed attendance and leave record, ensuring compliance with company policies.
- Prepare end-of-employment letters, employee certificates, and other HR-related documentation.
- Plan and coordinated company events and employee engagement initiatives.
- Handle additional HR tasks and responsibilities as assigned to support departmental objectives.

### Waiter/Team Leader, Crepaway

Feb 2016 — Present

- Oversee servers, cooks, hosts, and other crew members to ensure efficient workflow and adherence to restaurant standards, educate team members on proper food handling procedures, customer service, and safety protocols to maintain high-quality service, arrange work shifts, approve or decline leave requests, and ensure adequate staffing levels during peak hours.
- Address customer complaints, answer questions regarding menu items, and ensure overall customer satisfaction.
- Ensure that hygiene, quality, and food safety standards are consistently met, monitor restaurant supplies and place orders for new stock as required to prevent shortages.

## EDUCATION

### Master of Business Administration, La Sagesse University

Beirut

Sep 2020 — Apr 2025

### Bachelor of Business Administration, La Sagesse University

Beirut

Feb 2016 — Jul 2020