

Mohammad Jalloul

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Summary

Motivated professional with a background in Law and Management. Experienced in human resources, recruitment, and managing projects. Skilled at working with teams, solving problems, and helping businesses grow.

Education

Masters in Management and planning (M2) – Present
Lebanese University, Hadath, Lebanon

Master's Degree in Law (M1) – 2023
Lebanese University, Saida, Lebanon

Bachelor's Degree in Law – 2021
Lebanese University, Saida, Lebanon

Experience

HR Paid Internship – 10/2025 to 11/2025
Hammoud Hospital University Medical Center, Lebanon

- Coordinated interviews and candidate communications, ensuring smooth recruitment processes.
- Monitored and corrected employee attendance, maintaining accurate HR records.
- Prepared onboarding documents, contracts, and various certificates for employees.
- Managed trainee records in Excel and prepared required documents for their onboarding and training.
- Entered and maintained new employee data in the HR system, ensuring accuracy and completeness.

Project Manager (Online Internship)
XpertBot — Remote | 03/2025 – 10/2025

- Leading a project from initiation to completion, currently in the final stages of execution.
- Managing cross-functional collaboration between development, design, and business teams.
- Overseeing project timelines, deliverables, and stakeholder communication to ensure successful outcomes.
- Utilizing project management tools to track progress and resolve roadblocks efficiently.

HR Assistant Internship – 03/2025 to 07/2025
Turkish Trauma and Emergency Hospital, Lebanon

- Screened over 30 CVs and scheduled 15+ interviews, improving recruitment process efficiency and candidate response rate.
- Maintained confidentiality while organizing records for 60+ employees, ensuring full compliance with data protection protocols.
- Drafted and revised 15+ HR policies and job descriptions, standardizing procedures and aligning them with hospital objectives.
- Assisted in administering monthly payroll summary sheets, ensuring accuracy.

HR Internship – 12/2024 to 02/2025

3M Plast - Saida, Lebanon

- Handled HR documentation related to recruitment, onboarding, and employee relations, maintaining accurate and confidential records for over 50 staff members.
- Assisted in posting job openings and scheduling 15+ interviews, coordinated basic pre-employment requirements, and supported employment contract preparation.
- Helped onboard 10+ new hires by organizing orientation sessions and ensuring timely delivery of HR-related information and materials.
- Processed leave requests and maintained up-to-date attendance records, working with department heads to ensure proper tracking of staff absences.

Courses & Certifications

- **Practical course in Business English and Digital Media Literacy, Salem group and Right to play - 2024**
- **Practical Course in Data Entry (Accounting course level 1) at Practical accounting academy PAA – 2024**
 - Adding accounts/items
 - Purchase/sales invoices
 - Payment vouchers
 - Return purchases
 - Statement of account
 - Category management (Family/Subfamily/Category)
 - Inventory reports
 - Sales profit reports
- **HR Management Course – 2023**

Skills & Expertise

Human Resources And Recruitment: Recruitment & Talent Acquisition, CV Screening & Interview Skills, Payroll, Compensation & Benefits Administration, HRIS

Management And Communication: Team Management, Communication & Negotiation, Decision Making, Problem Solving, Adaptability

Technical And Organizational Skills: Microsoft Office (Word, Excel, PowerPoint), Planning & Organization, Time Management, Attention to Detail

Additional Expertise: Market Research, Legal Writing and Research

Languages

Arabic: Native | **English:** Fluent

