

Lea Georges Jreich, SHRM-CP

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Date of Birth: 29-6-2000

Address: Bekaa/Beirut, Lebanon

Citizenship: Lebanese

OBJECTIVE:

Business Management graduate with over three years of experience in operations and human resources. Proven expertise in recruitment, team development, and customer service. Skilled in inventory management, process optimization, and fostering collaboration to achieve organizational goals.

EDUCATION:

Society of Human Resources Management – SHRM-CP	<i>July 2025</i>
BA in Business Administration – American University of Science and Technology	<i>2019 - 2024</i>
Lebanese Baccalaureate – College St Joseph des Soeurs Antonine Emphasis: Social Economics	<i>2004 - 2018</i>

EXPERIENCE:

ICC Group; Beirut, Lebanon. Industry: Information Technology & Services HR Officer <ul style="list-style-type: none">Managed end-to-end recruitment processes including sourcing, screening, interviewing, and onboardingHandled HR administration and maintained accurate employee records and contractsCoordinated NSSF registration, updates, and employee filesPrepared and followed up on MOF declarations and compliance requirementsSupported payroll coordination, attendance, and leave managementEnsured compliance with Lebanese labor laws and internal HR policiesActed as a point of contact for employees regarding HR-related inquiries	<i>September 2025-Present</i>
BESST Group; Beirut, Lebanon. Industry: Recruitment Recruitment Specialist <ul style="list-style-type: none">Manage end-to-end recruitment process including job postings, candidate sourcing, screening, interviewing, and coordination with hiring managers across various industries.Build and maintain strong talent pipelines while ensuring a smooth and professional candidate experience from initial contact to onboarding.Maintain a strong candidate pipeline and ensure all recruitment activities align with company policies and labor regulations.	<i>May 2025–September2025</i>
Black Hole; Zahle Bekaa, Lebanon. Industry: Entertainment Stock Controller	<i>Nov 2023 – Mar 2024</i>

- Managed stock replenishment processes, monitored inventory levels, forecasted demand, and placed orders with suppliers to ensure optimal stock availability and customer satisfaction.
- Documented all inventory transactions, communication with suppliers and operational matters.
- Reconciled stock and identify discrepancies in inventory.
- Managed inventory and ensure compliance with operational standards to minimize loss.

Bread & Beans; Zahle, Bekaa, Lebanon. Industry: Hospitality

June 2022 – Mar 2024

Staff Manager & HR Officer

- Recruited and inducted employees to ensure a smooth transition into their roles.
- Acted as a focal point in employee relations and complaints.
- Processed monthly payroll, managed NSSF registrations, and ensured compliance with labor laws.
- Managed employee records and facilitated performance evaluations.
- Kept employee profiles updated and personnel files in order.

Bar Staff Supervisor & HR Officer

Dec 2019 – June 2022

- Managed employees' files and trained new staff.
- Handled customer inquiries and complaints, to resolve issues promptly, ensuring customer satisfaction.
- Implemented inventory management strategies, focused on enhancing team skills in stock control, order fulfillment, and warehouse organization, fostering operational efficiency and team effectiveness.
- Optimized operational processes in daily tasks such as task assignments and workflow management.
- Maintained high service standards by ensuring adherence to industry compliance checklist.

COMPUTER SKILLS:

Microsoft Applications: Word, Excel, and PowerPoint

LANGUAGES:

Arabic: Native Language

English: Fluent

French: Intermediate