

Mariam Jarjour

I am a driven and results-oriented professional with two years of experience in Human Resources and Operations. My strong analytical skills, discipline, and commitment to excellence allow me to consistently deliver high-quality work.

Lebanon

Beirut, Zaidenieh

(961) 76 624 655

jarjourmariam@gmail.com

<http://www.linkedin.com/in/maryam-jarjour-39a7a6281>

EXPERIENCE

YMY Agency, Beirut — Operations Specialist

June 2024 - PRESENT

Oversee daily team operations, delegate tasks, conduct training, and motivate staff to meet organizational goals, while ensuring efficient workflows and continuous performance improvement.

YMY Agency, Beirut — HR & Customer Service Representative

September 2023 - PRESENT

Perform end-to-end recruitment tasks including screening and contacting candidates, maintain accurate HR and employee records, and deliver exceptional customer service by handling inquiries, resolving issues, processing transactions, and collaborating with teams to enhance the overall customer experience.

IRADA, Beirut — Talent Acquisition Intern

August 2023 - October 2023

Screened, shortlisted, and matched candidates to suitable positions, maintained up-to-date HR databases and employee records, and followed up with newly employed graduates through IRADA for feedback.

Boubess Group, Beirut — HR Officer Intern

August 2023 - September 2023

Handled end-to-end HR administrative tasks including attendance tracking, employee records management, contract preparation, NSSF filings, candidate screening, and issuing official documents such as warnings, certificates, and pay slips.

EDUCATION

Lebanese University, Achrafieh — Research Masters in Business Management & Marketing

December 2024 - June 2026

Lebanese University, Achrafieh — Bachelor in Business Management

December 2021 - November 2024

SKILLS

Recruitment and onboarding

Payroll and benefits administration

Time and task management

Operations coordination

Employee relations

Confidentiality and professionalism

MS Office and Google Workspace proficiency

CERTIFICATES

Human Resources in Action
CenterMINE - March 2023

Best Controller Burger King -
December 2022

Digital Skills for life SAP -
February 2019

LANGUAGES

Arabic (Native)

English (Fluent)

Turkish (Intermediate)

German (Beginner)

French (Beginner)