



Pamela Lahoud, Human Resources

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PROFESSIONAL SUMMARY

A self-motivated individual with the passion and drive to take ownership of new tasks and go beyond boundaries to perform and accomplish tasks. Active listener and exceptional communicator willing to understand conflicts and provide a positive resolution. Noted for taking on challenging tasks in a new environment.

WORK EXPERIENCE

Sep 2021 — Present	HR Coordinator, Arcenciel <ul style="list-style-type: none"> • Oversee all Personnel Unit activities and workflows • Coordinate Employee Relations and Staff Relations • Assess and Promote Staff Learning and Development Needs • Ensure Compliance and Reporting 	Sin El Fil
Dec 2020 — Sep 2021	HR Officer, Cedarcom - Mobi <ul style="list-style-type: none"> • Assisted employee relations • Assisted in the development of HR procedures and processes • Worked to improve communication, cooperation and planning • Provided job candidates by , head hunting screening, interviewing and testing applicants • Handled the attendance 	Sin El Fil
Aug 2019 — Nov 2020	HR Officer, Vacancy SARL <ul style="list-style-type: none"> • Provided job candidates by screening, interviewing, and testing applicants • Provided report to the HR manager • Recruited top talent to maximize profitability by doing head hunting • Prepared hiring documents. • Scheduled and called for interviews for new applicants 	Mansourieh

EDUCATION

Jan 2019 - Jan 2023	MBA in Human Resources, Sagesse University - Furn El Chebak	Furn El Chebak
Jan 2014 - Jan 2018	Bachelor's Degree in Human Resources, Sagesse University - Furn El Chebak	Furn El Chebak
Jan 2013 - Jan 2014	Lebanese Bacculaureate – Sociology & Economics, Sagesse Jdeideh	Jdeideh

SKILLS

Communication Skills Teamwork Recruitment and selection	Administrative Expert Time Management HR Reporting Skills
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LANGUAGES

English Arabic	Native Native	French	Native
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