

# Maha Khoury

## Talent Placement & Employer Relations

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## Summary

Four years of experience in recruitment and HR, I am dedicated and competent, with proven experience in talents identification and supporting daily HR tasks.

Responsible, organized, and dynamic, I perform well in collaborative environments. I am committed to delivering outstanding results and promoting sustainable success.

## Experience

### Office Manager

Feb 2026 – Present

#### Talents Hub – Lebanon

- Analyze clients' needs in order to find and select suitable profiles (sourcing CVs from the main websites and job boards)
- Participate in pre-qualifications, conducted interviews, and prepared interviews reports
- Support candidates throughout the recruitment process until they are successfully integrated into our clients' teams
- Manage and supervise the recruitment team
- Coordinate and oversee office operations, including supplies, logistics, and facility management
- Liaise with universities and coordinate participation in job fairs

### Human Resources & Administrative Assistant

Dec 2024 – Dec 2025

#### Save the Children International – Lebanon

##### Human Resources:

- Coordinate and facilitated the recruitment and selection process of volunteers, including: posting job openings, screening resumes, scheduling interviews, conducting interviews, conducting background checks, and sending the offer
- Draft contracts for both volunteers and regular employees, ensuring clarity and compliance with organizational policies and legal standards
- Maintain accurate records of candidate interactions and recruitment metrics
- Assist with HR reporting and data analysis, generating reports on HR metrics
- Manage employee records and ensure compliance with labor laws and organizational policies
- Manage and update employee attendance, leave records, and payroll-related information
- Track insurance claims, monitoring the process to ensure timely and accurate resolution, and maintaining records for organizational accountability
- Ensure that inductions of the new recruited are planned with relevant line managers

##### Administrative:

- Coordinated and oversee office supplies, logistics, and facility management
- Managed hotel booking depending on employee demand

### Recruiter

#### Sylog Conseil – France

Jan 2023- Oct 2023

##### Recruitment:

- Analyzed clients' needs in order to find and select suitable profiles (sourcing CVs from the main websites and job boards)
- Drafted and published targeted job offers on various job boards (mainly in IT, developers)
- Participated in pre-qualifications, conducted interviews, and prepared interviews reports
- Supported candidates throughout the recruitment process until they are successfully integrated into our clients' teams

##### Human Resources:

- Offered administrative assistance to the HR team handling tasks such as preparing payroll and contracts
- Assisted in the organization and management of HR documentation and databases

### Human Resources Associate - Internship

June 2022 - Dec 2022

#### Group Société Générale - France

##### Recruitment :

- Assisted the HRBP in their daily role and contributed to the recruitment process: sourcing of CV, updating the job posting tool (Oracle), participating in job interviews and preparing financial proposals
- Contributed to the external hunt process via LinkedIn to assist in staffing certain types of positions

##### Human Resources:

- Contributed in the resignation process (launching of administrative formalities, participation in HR exit interviews)
- Contributed to the identification of talents and the elaboration of their individual development plan (based on their strengths and areas of development)

- Implemented the mentoring GBSU program (identification of the mentors/mentees, pairing, kick-off meeting preparation, program follow-up)
- Prepared business dashboard with HR indicators (recruitment, resignations, internal mobility, or diversity)
- Organized and conducted awareness sessions on inappropriate behaviors

## Field Officer

Nov 2020 – June 2021

### Development Culture and Leadership (DCL) - Lebanon

- Organized and managed the distribution of food boxes to refugees and Lebanese families in need (contacting schools and families to lunch the distribution– address, ...)
- Conducted data collection and data entry into suitable software for all beneficiaries while formulating evaluative resources to guide the fieldwork
- Managed the day-to-day operations of the office and prepared correspondence and reports while developing and maintaining positive relationships with staff, customers, and vendors

## Human Resource and Finance Assistance

Dec 2018 – Dec 2019

### Handicap International (Humanity and Inclusion) - Lebanon

- Pre-screened the CVs of field coordinator profiles while collecting payroll data such as working hours, leaves, and vacations in order to generate pay-slips
- Updated the HR database with the personal information such as change of address, and date of birth
- Managed the cash box expenses dedicated to gasoline expenses, electricity and water, and preparing the balance sheets
- Prepared monthly financial reports to send them to the financial manager of Handicap International of Lebanon
- Assisted in compiling and storing relevant personnel, financial, and administrative data while ensuring integrity, accuracy, and completeness

## Skills & Expertise

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| <ul style="list-style-type: none"> <li>• Leadership &amp; Team Management</li> <li>• Problem Solving</li> <li>• Project Management</li> <li>• Policies &amp; Procedures</li> <li>• Candidates' assessment</li> <li>• Responsible &amp; Adaptable</li> <li>• Communication &amp; Negotiations</li> </ul> | <ul style="list-style-type: none"> <li>• Recruiting and Interviewing</li> <li>• Hunt process</li> <li>• Candidate Management</li> <li>• Account Management</li> <li>• Curious and in search of learning and knowledge</li> <li>• Microsoft Office</li> </ul> |
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## Education

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### Master in International Management

Paris School of Business- Paris, France

Oct 2021- Dec 2022

### Bachelor's degree in Business Management

University of Balamand- Al Koura, Lebanon

Oct 2013- May 2017

## Community Service

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### Certified Team Leader Volunteer

Aug 2012- Aug 2021

#### Lebanese Red Cross - Emergency Sector- Lebanon

- Managed a team of approximately 10 volunteers and providing guidance and trainings
- Managed volunteer recruitment
- Coordinated medical and logistical actions, in connection with hospital emergencies for complete care, sometimes in stressful situations

**Certifications and Trainings:** Emergency medical technician basic, Rope rescuer (team member), Silver and Bronze commander (trained in responding and managing large incidents scenes such as disasters or conflicts)

## Team Leader

Jan 1999 - Aug 2021

### Scouts Group- Lebanon

- Created charity events to raise funds (e.g.: sale of cookies ...)
- Protected and cleaned natural spaces (ex: cleaning of beaches ...)
- Organized events for children (e.g.: kermesses, ...)
- Provided social services (specifically charity)

## Languages

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**Arabic:** Native | **English:** Fluent | **French:** Fluent