

# Christopher METROT

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Results-driven HR professional with extensive experience in end-to-end recruitment, payroll management, and the development of effective HR strategies. Proven track record in managing recruitment cycles, building relationships with candidates, and ensuring smooth hiring processes. Strong attention to detail, organizational skills, and a passion for supporting businesses in attracting and retaining top talent.

## Work History

### Freelance recruiter

BD Holding (Batal Holding) 10/08/2025 till present

- Managed full recruitment cycles for multiple roles across various departments.
- Posted vacancies, sourced and shortlisted qualified candidates through Bayt, LinkedIn, Facebook, and internal databases.
- Conducted phone screenings and competency-based interviews to assess candidate fit.
- Coordinated and scheduled final interviews between candidates and hiring managers.
- Maintained accurate records of candidates while ensuring full confidentiality of client information.
- Provided continuous updates to management and contributed to improving recruitment processes.

### Freelance recruiter

Le OUF! 09/02/2025 till present

- Partnered with a leading Lebanese food concept to support their recruitment needs.
- Sourced and screened qualified candidates for roles in F&B operations and hospitality.
- Contributed to building a workforce aligned with Qortoba's mission of delivering authentic Lebanese dining experiences.

### Freelance Recruiter

Meats and bread 07/18/2025 till present

- *Source and shortlist qualified candidates.*
- *Conduct initial interviews and screen profiles.*
- *Coordinate with hiring managers and submit profiles.*
- *Work remotely with flexible hours and commission-based pay.*

### Freelance Recruiter

*Disruptive Group From 06/20/2025 till present*

- *Managed recruitment for upscale seafood and nightlife venues.*
- *Identified staffing needs*
- *sourced qualified candidates,*
- *conducted initial interviews, and submitted shortlisted profiles for roles such as waitstaff, chefs, and floor managers, supervisors. Ensured alignment with the brand's standards and fast-paced operational demands.*

### Freelance recruiter

*ADDMIND hospitality group Lebanon 05/16/2025 till present*

- *Sourced and screened candidates for various F&B roles across ADDMIND's hospitality venues.*
- *Conducted initial interviews.*
- *assessed qualifications, and shortlisted candidates for front-of-house and back-of-house positions.*
- *Collaborated closely with hiring teams to ensure alignment with role requirements and brand standards.*

## Junior Researcher/Administrative coordinator

Kawas Consulting | February 5, 2025 – March 7, 2025

- Conducted market research and data analysis using Kawas CRM to support client projects and decision-making processes.
- Utilized LinkedIn Recruiter Lite and Bayt licenses to identify, screen, and engage potential candidates for client requirements. • Coordinated administrative tasks including scheduling meetings, managing correspondence, and maintaining organized project files.
- Assisted in preparing research reports, presentations, and client deliverables to ensure timely project completion. • Managed database updates and ensured data accuracy for ongoing research initiatives.
- Provided administrative support including travel arrangements, expense tracking, and document preparation.
- Maintained filing systems (both digital and physical) to ensure quick retrieval of important documents. - Supported team coordination by managing shared calendars and resource allocations..

## Freelance Recruiter

Trex S.A.L., Lebanon | 2024-08 – 2025-02

- Conducted phone screenings to evaluate candidates' qualifications and role suitability.
- Collaborated with hiring managers to tailor recruitment strategies and meet client needs.
- Managed a well-organized candidate database for efficient recruitment follow-up and outreach
- Facilitated seamless communication between clients, candidates, and hiring teams
- Provided ongoing candidate support throughout the recruitment process, ensuring client satisfaction.

## HR Intern:

Noknok – Achrafieh Head Office, Lebanon | 2024-03 - 2024-04

- Supported HR by posting jobs, reviewing resumes, and coordinating interviews with hiring managers
- Recruited candidates directly from locations such as Tripoli and Antelias for branch positions
- Conducted candidate screenings via phone interviews to identify qualified individuals
- Assisted with reference checks and background screening for hiring suitability
- Prepared recruitment materials and supported database updates for candidate tracking.

## HR Intern

BPM – Mkalles, Lebanon | 2024-01 - 2024-02

- Responded to HR inquiries and redirected calls to the appropriate departments
- Managed personnel records, ensuring compliance with policies and employment regulations
- Assisted with payroll management, ensuring compliance with CNSS regulations and accuracy
- Processed CNSS paperwork, ensuring employee benefits and social security were up to date
- Administered NHR program, supporting recruitment and compliance for foreign employees.

## Education

### Bachelor's Degree in Psychology

Lebanese University | 2019 - 2023

### Technical Baccalaureate in Musicology

Saint Coeur, Jdeideh | 2014 - 2017

## Core Competencies

Full-Cycle Recruitment & Talent Acquisition  
HR Compliance & Payroll Management  
Strong Communication & Interpersonal Skills  
Time Management & Organization  
Problem-Solving & Attention to Detail  
Team Leadership & Staff Management

## Technical Proficiencies

**HR Systems & Tools:** Proficient in MS Office, Payroll Management, CRM, and CNSS Compliance

**Recruitment:** Job Posting, Headhunting, Resume Screening, Interview Coordination, Candidate Assessment.

**HR Administration:** Personnel Record Maintenance, Compliance, and International Recruitment Regulations

## Languages

Arabic – Native | English – Proficient | French – Proficient

## References

Available upon request