

## **Karam Nimer**

Baalbeck – Bekaa – Lebanon | Phone: 71076721 | Email: [karam.nimer2016@outlook.com](mailto:karam.nimer2016@outlook.com)

### **CAREER OBJECTIVE**

Dedicated Human Resources Officer with over three years of experience in HR administration, recruitment, payroll support, personnel file management, and compliance within humanitarian and educational sectors. Skilled in HR documentation, onboarding, HR systems, legal compliance, and employee support.

### **CORE SKILLS AND COMPETENCIES**

#### **Human Resources:**

- Recruitment and selection
- Onboarding and induction
- HR database management
- Personnel file management
- Leave and attendance administration
- Payroll support and allowances
- Contract preparation and legal compliance
- HR reporting and documentation

#### **Management and Interpersonal Skills:**

- Teamwork and cooperation
- Staff coaching and development
- Communication and conflict resolution
- Confidentiality and professionalism
- Stress management and flexibility

#### **Digital Competencies:**

- Microsoft Word, Excel, PowerPoint
- Google Forms
- Zoom, MS Teams, Skype

#### **Languages:**

Arabic: Native | English: Advanced

### **WORK EXPERIENCE**

SHAHD Association – Brave Project (Funded by UNICEF)

Human Resources Officer

October 1, 2021 – July 31, 2025

Achievements:

- Coordinated recruitment processes including vacancy announcements, screening, interviews, and documentation.
- Managed digital and physical personnel files, ensuring accuracy and compliance.
- Served as timekeeper, managing leave, reconciling balances, and supporting staff with procedures.
- Drafted employment letters, certificates, and HR reports.
- Updated HR databases and organizational charts.
- Supported training events and HR-related activities through logistics and documentation.
- Handled petty cash, pay slips, payments, and staff allowances according to donor requirements.
- Participated in staffing needs assessments and HR planning.
- Provided guidance on HR policies including Child Protection, PSEA, Code of Conduct, and Whistleblowing.
- Produced daily and weekly program activity reports.
- Developed and implemented training and improvement plans.
- Ensured compliance with Lebanese labour regulations.

SHAHD Association – Brave Project (Funded by UNICEF)

Youth Coordinator Assistant and Trainer

July 1, 2024 – July 31, 2025

Achievements:

- Facilitated workshops in digital literacy, financial literacy, career guidance, job readiness, life skills, and entrepreneurship.
- Coached youth to apply new skills confidently.
- Prepared monthly program reports including achievements and challenges.
- Conducted tests and evaluation forms for monitoring progress.
- Participated in weekly coordination meetings.

Bekaa Educational Center

Economics Teacher

October 2018 – June 2020

December 2024 – Present (Part-Time – one day per week)

Achievements:

- Delivered economics lessons and maintained accurate academic records.
- Supported student academic development and critical thinking.

Palestinian Red Crescent Society

Volunteer

2019 – 2021

Achievements:

- Supported humanitarian activities including outreach and relief operations.
- Assisted in medical and community campaigns.

## **EDUCATION**

- Master of Business Administration (MBA) – Human Resources Management  
Lebanese International University  
Graduation: May 2021
- Bachelor of Business Administration – Economics  
Lebanese International University  
Graduation: June 2019
- Specialized Teaching Diploma  
Beirut Arab University  
Graduation: May 2022
- The Leaders MBA – MENA Online MBA  
The Leaders Bootcamp  
Completion: March 2024

## **TRAININGS AND CERTIFICATIONS**

- PMI Project Management Certification – BAU – June 2024
- HR Training – Terre des Hommes Italy – May 2024
- Forward Program – McKinsey & Company – April 2024
- Leaders MBA Tracks: Business Strategy, Digital Marketing, Leadership, Project Management, Finance
- Training of Trainers – Al JANA & Right to Play (UNICEF): Life Skills, Job Readiness, Career Guidance, Financial Literacy, Digital Literacy, Entrepreneurship, App Development
- Safe Identification and Referrals Training – UNICEF – July 2023

## **REFERENCES**

Available upon request.