

Mira Haber Chamoun
Broumana, Lebanon
03 734 988
mira_haber@hotmail.com

Personal Information

Marital Status: Married
Nationality: Lebanese
Date Of Birth: 19 August 1987

Education

Master Degree in Human Resources Management
Saint Joseph University

2013

B.A. Degree in Business Management
Saint Joseph University

2008

Lebanese & French Baccalaureates, Humanities Section
Collège De La Sainte Famille Française

2005

Professional Experience

Human Resources Manager

Latte Art

November
2025-

- Establishing HR foundations: Implementing payroll structure, leave policies, and compliance frameworks, ensuring accuracy and consistency across branches.
- Building organizational systems: Finalizing HR policies, org chart, salary scale, insurance/NSSF files, and introducing Microsoft 365 tools for unified communication.
- Developing people strategy: Standardized job descriptions, designing career progression frameworks, and enforcing structured recruitment approvals.
- Enhancing culture & growth: Launching employee engagement initiatives, climate surveys, and targeted training programs to boost performance, retention, and accountability.

Present

Human Resources & Operations Consultant

Freelance

June 2024-

Present

Financial Advisor

SNA Insurance

July 2024-

Present

Human Resources Manager

Dr. Costi House of Beauty SAL

*October 2023-
May 2024*

- Establishing the HR Department, HR Policies & Procedures and updating existing ones.
- Establishing HR franchising manual along with the employees' handbook
- Applying ISO 9001:2015 standard in regards to HR processes, procedures & policies.
- Performing all related HR activities: recruitments, employees' relations, compensation and benefits, etc.
- Designing & applying HR Software in regards to HR, Attendance, Recruitment & Payroll (Zoho, Odoo, Capital)

Operations & Human Resources in Charge

Bug Expert SARL

*April 2019-
June 2023*

- Ensuring Effective appointment scheduling, team dispatching, and execution of the pest management services as per Bug Expert standards.
- Allocating Resources properly, communicating feedback and managing a smooth-running of the day-to-day operations and an exceptional client service to ensure proper execution of the pest management and/or disinfection services.
- Maintaining and handling HR functions such as recruitment & selection, compensation and benefits, and employees' relations in order to meet all business requirements by attracting, developing and retaining the right talent in the right place.
- Carrying vision, mission and values, translating them into departmental vision and objectives, and driving the best out of the department's team members by supporting and challenging them.

In Charge of the Human Resources Department

KBE International SAL

*August 2018-
December 2018*

- Establishing the HR Department, HR Policies & Procedures and updating existing ones.
- Performing all related HR activities for 5 countries: Lebanon, UAE, KSA, Qatar & Oman.

Assistant to the HR & Food Safety Manager,
Société Ets. Michel Najjar SAL (Cafe Najjar & Krikita)

*August 2010-
December 2017*

- Assist in establishing and maintaining the HR Department, HR Policies & Procedures and performing all related HR activities.
- Assist in setting up, implementing and maintaining the Food Safety Management System ISO 22000 – HACCP program for Coffee & Nuts and FSSC 22000 for Coffee.

Trainings Attended:

- Process Mapping-Sustainable Management Group
- ISO 9001:2015 Foundation Course-Sustainable Management Group
- Train the Trainer for Professionals TTT1 (Lay Solid Foundation with the 3Ps)- International Consulting & Training Network, sarl
- Effective Solutions Using Root Cause Analysis-Canadian Standards Association
- ISO 9001:2008-2 Days Internal Auditor Course- Canadian Standards Association
- Obligations de l'employeur envers le ministère du travail- Chambre de commerce et d'industrie

Research Consultant-Part Time Job,

*December 2009-
March 2010*

The Top Talent

- To provide the highest levels of support and information to managers, in supporting the recruitment process, including specific information on advertising, pre-selection tools and techniques and recruitment timescales.
- To organize, monitor and execute all of the recruitment transactional processes required to meet both recruiters & candidates.

Recruitment Coordinator-Part Time Job,

*May 2009-
December 2009*

Vision Group Hospitality for Recruitment

- Responsible of handling employers' requests and needs starting from screening CVs to ensure that the hiring process is smoothly executed.

Accounting & Data Entry -Trainee,

MDS Holdings

- Responsible of all Data Entry on the new accounting system for all the group companies.

*December 2007-
March 2008*

Customer Service Officer -Trainee,

J

Bank of Beirut

- Responsible for providing exceptional customer service including efficient and accurate transaction processing.

*July 2007-
September 2007*

Other Qualifications

- Windows and Microsoft Word, Excel, PowerPoint.
 - Sets Advanced Version for Timekeeping, and Staff Database
 - Oracle System
 - Familiar with the Lebanese Labor Law and the NSSF Rules & Regulations
 - Possess Strong Interpersonal Skills
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Languages

- Proficient in English, French & Arabic
- Fair in Spanish

References to be provided upon request.