

NOUR CHAMI

Beirut, Lebanon | +961 3 271 256 | nourchami976@gmail.com | [LinkedIn](#)

PROFESSIONAL SUMMARY

HR professional with 3+ years of experience in talent acquisition, HR operations, personnel administration, and employee lifecycle management. Skilled in recruitment coordination, contract administration, HR documentation, payroll support, employee relations, and process improvement.

WORK EXPERIENCE

RingnBring (Hospitality Tech Startup) | Beirut, Lebanon

Human Resources & Admin Officer *Oct 2024 – Present*

- Managed the complete employee lifecycle including onboarding, probation reviews, performance follow-ups, offboarding, exit interviews, personnel documentation, and asset recovery
- Administered employment contracts, NDAs, secondment agreements, payroll inputs, attendance records, leave administration, and personnel files in compliance with Lebanese Labor Law and NSSF requirements
- Led end-to-end recruitment for 32+ administrative and technical roles across all seniority levels, leveraging headhunting, job boards, referrals, and agency partnerships
- Built and managed a structured candidate pipeline database from scratch and tracked candidate progress through sourcing, interview stages, offer management, and onboarding
- Maintained accurate HR records, employee documentation, trackers, and reporting systems to support workforce planning, compliance, and HR operations
- Developed HR policies, SOPs, and digital document management systems to strengthen governance, compliance, and operational efficiency
- Championed ISO documentation and document control initiatives, standardizing policies, procedures, forms, audit evidence, traceability registers, and company-wide filing systems to strengthen compliance and record management
- Led employee development initiatives by launching internal knowledge-sharing workshops and coordinating external training opportunities to support continuous learning and professional growth
- Implemented operational tools, including Notion, to improve workflow efficiency
- Prepared HR budget forecasts covering recruitment costs, compensation adjustments, workforce planning, assets, and team expansion requirements

Del-Ponte (HR & Talent Acquisition Consultancy) | Beirut, Lebanon

Talent Development & Acquisition Specialist *May 2024 – Oct 2024*

- Led structured onboarding for new talent candidates and developed personalized career development roadmaps
- Administered psychometric assessments and coordinated expert consultations to interpret results and guide career planning
- Leveraged LinkedIn Recruiter to source and match industry experts aligned with candidate career goals and client requirements
- Facilitated candidate-to-employer referrals, managing full application tracking and follow-up
- Conducted CV enhancement sessions, helping candidates articulate their strengths and achievements effectively

Recruitment Officer *Jan 2024 – May 2024*

- Collaborated with clients to define hiring needs, crafted job descriptions, and managed projects from sourcing to final selection
- Utilized LinkedIn Recruiter, LinkedIn Talent Insights, and other tools for targeted headhunting and candidate outreach
- Built and maintained a structured candidate database to optimize recruitment operations and talent pipeline management
- Recruited and onboarded industry experts, building a curated talent pool to support diverse client projects

Sbeih Virtual Assistance Agency | Beirut, Lebanon

Virtual Assistant *May 2023 – Oct 2023*

- Managed 5 client accounts overseeing social media strategy, content creation, and campaign performance tracking
- Handled customer support, assisted with proposals, legal documentation, insurance processing, and visa applications
- Supported sales growth through lead generation, pipeline building, and sales script development

EDUCATION

Master of Business Administration – Human Resources *Expected Dec 2026*

University of Balamand | Koura, Lebanon

Bachelor of Business Administration – Business Management *Sep 2018 – Jun 2021*

Lebanese International University | Tripoli, Lebanon

GPA: 3.25/4.0

CERTIFICATIONS

Payroll & NSSF Workshop · *Apr 2026*

Learn Business Center | Beirut, Lebanon

Labor Law & NSSF Workshop · *Apr 2026*

Learn Business Center | Beirut, Lebanon

KEY SKILLS & COMPETENCIES

HR Competencies: Full-Cycle Recruitment · Talent Acquisition · Employee Onboarding & Offboarding · Performance Management · Employee Relations · HR Policy Development · Lebanese Labor Law & NSSF Compliance · Compensation & Benefits · Training & Development · ISO Documentation · Organizational Development

Recruitment Tools: LinkedIn Recruiter · LinkedIn Talent Insights · LinkedIn Sales Navigator · Apollo

Productivity & Collaboration: Google Workspace · Microsoft Office · Notion · ClickUp · Slack · Teams · Canva

CRM & Business Tools: Zoho · HubSpot · Mailchimp

Languages: Fluent in English & Arabic

VOLUNTEER & LEADERSHIP

Rotaract Club of Tripoli El Mina | Tripoli, Lebanon

Head of Professional Development (2022–2023) · President (2020–2021) · Club Advisor (2021–2022) · Vice President (2019–2020) · Secretary (2018–2019)

Rotary Club of Tripoli El Mina | Member (Dec 2025 – Present)