

Zeinab Harissa

Human Resource

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Beirut

6/04/2000

Lebanese

MBA graduate in Human Resources with hands-on experience as a Junior HR and strong exposure to recruitment support, HR administration, employee records management, and customer service. Highly organized, detail-oriented, and passionate about building positive work environments.

SKILLS:

- Strong communication and interpersonal skills
- Team collaboration and pressure handling
- Leadership and supervisory capabilities
- Attention to detail
- Recruitment and onboarding support
- HR documentation and employee records management
- Basic computer skills such as Microsoft, excel, PowerPoint.

EXPERIENCE:

Junior Human Resources – HNZ Holding (Jan 2026 – Present)

- Assist in recruitment and onboarding
- Maintain employee records and HR files
- Support attendance and performance documentation

Human Resource Management Trainee – Meshkat Education (May 2024)

- Supported HR planning, recruitment, and evaluation processes

Customer Service Representative – HNZ Holding (Nov 2025 – Jan 2026)

- Handled customer inquiries and complaints

Driver and Restaurant operator -HNZ Holding (nov2025-prsent)

- Highly reliable driver with proven safety, efficiency, and on-time delivery performance.
- High-volume service, quality control, and customer satisfaction.

Internship -CEMA Medical Center (March-June 2022)

- Lab Technician

Internship-Al Sahel hospital (October-December 2022)

-Lab Technician

Assistant to Ophthalmologist & Orthopedic Surgeons (Aug 2018 – Oct 2025)

- Managed administrative tasks and confidential records

Education:

MBA in Human Resources – Lebanese International University (July 2025)

Bachelor in Biomedical Science – Lebanese International University (Jan 2023)

Lebanese Baccalaureate II – Sociology & Economics (2018)

Certification

Human Resource Management Diploma – Meshkat Education, Crest Board USA (May 2024)

Languages:

Arabic: Native

French: Fluent

English: Fluent

