



Mira Abi Mosleh

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Professional Summary

MBA-qualified humanitarian manager with 5+ years of experience leading Child Protection and PSS programs. Currently managing 7 PSS focal points and 12 community volunteers. Strong HR background in recruitment, performance management, and staff development, with proven ability to deliver impactful programs in complex settings.

Education

Master of Business Administration

Arab Open University - Badaro

10/2019– 06/2021 - GPA: 4.00

Bachelor of Human Resources Management

Arab Open University - Badaro

10/2016– 06/2019 - GPA: 3.99

Professional Experience

Community Coordinator

Terre des Hommes Italia – Baabda **(April 2025 – Present)**

- Coordinate CP and Education activities across Aley and Chouf
- Lead recruitment and selection processes for staff and volunteers, including screening, interviewing, and onboarding
- Conduct quarterly performance appraisals and provide structured feedback to improve staff performance
- Identify training needs and coordinate capacity-building initiatives for employees and volunteers
- Supervise and support 7 staff and 12 volunteers, ensuring effective team management
- Prepare donor reports and ensure accountability
- Maintain strong relationships with internal teams and external stakeholders

Child Protection Team Leader

Terre des Hommes Italia – Baabda **(April 2024 – March 2025)**

- Managed team performance monitoring systems and conducted regular evaluations - Conducted performance monitoring and appraisals
- Lead recruitment and selection processes for staff and volunteers, including screening, interviewing, and onboarding
- Delivered coaching and mentoring to staff to enhance performance and engagement

- Ensured accurate data collection and reporting for program and HR purposes

Social Worker

Terre des Hommes Italia - Baabda **(February 2021 – March 2024)**

- Conducted outreach and maintained professional relationships with stakeholders
- Supported training delivery and onboarding of volunteers
- Contributed to development of training materials and child protection manuals
- Delivered awareness and CP activities

Project Assistant

Ainksour Municipality **(June 2020 – September 2020)**

- Demonstrated strong organizational skills by managing all aspects of the showcase venue, including logistics, scheduling, and vendor coordination
- Cultivated relationships with 30 community leaders, successfully identifying and onboarding 20 local small and medium-sized enterprises or collaborative projects

Bank Intern

Byblos Bank – Remhala **(August 2019 – September 2019)**

- Supported banking operations and transactions
- Managed filing and archiving
- Promoted Bank's Services

HR Administrator

Real Steel Gym – Remhala **(May 2018 – August 2019)**

- Maintained and updated employee records and HR databases
- Supported recruitment processes, including job postings and interview coordination
- Ensured proper documentation and filing systems

Skills

Hard Skills:

- Data Entry & Database Management
- Training & Capacity Building
- Reporting & Data Analysis
- Networking and Stakeholder mapping
- Recruitment & Talent Acquisition
- Performance Management

Soft Skills:

- Effective Communication
- Team Collaboration
- Time Management & Organizational Skills
- Self-Management & Accountability
- Proactive & Initiative-Driven
- Team Motivation & Engagement

Trainings

- Psychological First Aid – Ministry of Health **(2023)**
- Frontliners' Wellbeing TOT – UNICEF **(2022)**
- PSEA Training – Terre des Hommes Italia **(2021)**
- Training of Trainers – IABC **(2019)**

Languages

- **Arabic:** Native
- **English:** Proficient
- **French:** Beginner