

Lama Sabra

Recruitment Researcher

Highly motivated recruitment researcher, and Human Resources MBA student seeking an opportunity to apply my learned know-how and utilize my skills in the HR field.



Personal Info

Hadath – American Street

Beirut, Lebanon

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E-mail: Lama.sabra@hotmail.com

Date of Birth: 05-09-1990



Skills

Communication Skills

Interpersonal Skills

Computer Skills

Adaptability & Flexibility



Experience

11/2017 – present

Recruitment Researcher

Forefront Middle East – Recruitment & Training

- Ensure full understanding of client's industry and required job role.
- Assist the Senior Recruitment Consultant in setting the researching strategy to find qualified candidate as per client's requirements and expectations.
- Source candidates via multiple recruitment platforms.
- Contact candidates via e-mail, and follow up by phone calls.
- Submit reports to Senior Recruitment Consultant, highlighting strengths and weaknesses of each candidate.

06/2017 to 11/2017 HR Intern

Mirum - Cleartag

- Prepare timesheets.
- Search for candidates and screening CVs.
- Communicate with potential candidates over the phone, via email, and face to face.
- Update vacation sheets of employees in Beirut & UAE.
- Update interview sheets of Beirut & UAE candidates.

08/2014 to 12/2015 Senior Customer Service Representative

Libanpost

09/2010 to 09/2010 Internship

Byblos Bank



Education

02/2013 – present

Lebanese International University

MBA in Human Resources Management

GPA: 4.0

10/2009 – 10/2012

Lebanese International University

BA in Human Resources Management