

MAEN SALLLOUM

Human Resources & Public Relations Professional
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PROFESSIONAL SUMMARY

Versatile and results-driven professional with over 17 years of experience in Human Resources, Public Relations, and Legal Affairs. Holds a Bachelor's degree in Law and a strong track record in contract management, compliance, talent acquisition, and stakeholder communication. Proven ability to lead teams, streamline operations, and build positive corporate reputations through effective legal and PR strategies. Adept at working under pressure with excellent organizational and interpersonal skills. Fluent in Arabic and proficient in English.

WORK EXPERIENCE

Katirji Holding Group – Syria

Public Relations Manager

2022 – 2024

- Led public relations initiatives with financial institutions to enhance brand visibility and reputation.
- Coordinated corporate events to promote employee engagement and strengthen external partnerships.
- Develops and implements strategic communication plans to build and maintain a positive public image for the organization.
- Oversees media relations, press releases, crisis communication, and brand messaging.
- Works closely with internal teams and external partners to ensure consistent and effective communication

Legal Affairs & Compliance Officer

2019 – 2021

- Reviewed and drafted contracts, agreements, and legal documents to ensure compliance with labor laws and corporate policies.
- Monitored regulatory updates and advised management on potential legal risks and required compliance actions.
- Collaborated with HR and Finance departments to ensure internal policies align with legal and regulatory frameworks.
- Handled legal correspondences and liaised with external counsel or government entities on licensing, banks, disputes, and corporate matters.

Administrative Assistant

2017 – 2018

- Managed schedules, coordinated meetings, and organized files to ensure smooth daily operations of the office.
- Handled correspondence and assisted with administrative tasks in a fast-paced environment.
- Supported the team at Katirji Holding Group in Damascus, Syria with strong organizational skills and attention to detail.

Lamod Company – Syria

Human Resources Manager

2014-2017

- Conducted financial audits and created detailed reports.
- Handled purchase order invoicing and ensured accuracy.
- Used Excel and Al-Amin software to enhance process efficiency.

Arabian Gulf Company – Syria

Human Resources Manager

2013-2014

- Managed talent acquisition and conducted interviews.
- Handled performance evaluations and employee development.
- Drafted contracts, managed insurance, and HR compliance.

Human Resources Manager

2010-2013

- In my role as a Human Resources Specialist at Arabian Gulf Company, I successfully managed talent acquisition, conducted interviews, and handled performance evaluations.
- Additionally, I drafted contracts, managed insurance, and ensured HR compliance for the organization, contributing to a positive work environment and employee development.

Acmaavid Company – Syria

Staff Supervisor

2007 – 2010

- Supervised daily operations and workforce planning.
- Monitored staff performance and ensured operational efficiency

Queen Center – Syria

Cashier

2005 – 2007

- Handled POS transactions with accuracy and professionalism.
- Maintained cash register integrity and supported retail operations.

EDUCATION

Bachelor of Law (2014)

Damascus University, Syria

SKILLS

- Leadership & Team Management
- Strategic HR Planning
- Public & Financial Relations
- Legal Documentation & Contract Management
- Employee Engagement & Relations
- Training & Development
- MS Office, Excel, Al-Amin Software

LANGUAGES

Arabic: Native Speaker
English: Intermediate level