

Habib Saad Martí

HR PRACTITIONER | TECHNICAL RECRUITER

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Dual Nationality:
Spanish, Lebanese
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EXPERIENCE

Mindfield Digital, Lebanon — *Human Resources Officer*
(Full Time)

NOVEMBER 2019 – PRESENT

- Monitor daily attendance and investigate staff absences
- Provide advice and assistance with writing job descriptions
- Participates in the recruitment process
- Conducts new employee orientations
- Schedule interviews and coordinate with team leads
- Maintain an updated database and filing system
- Monitor clerical and administrative functions
- Coordinate the hiring process end-to-end
- Maintain a database of potential candidates for future job openings
- Follow and update the HR policies, guidelines, mission, and vision for the company
- Employee relations, connecting employees and senior managers
- Assist with performance management procedures
- Support other assigned functions.

Smart Selections, Remote – *Independent Recruiter & Talent Agent*
(Self Employed)

MAY 2021 - PRESENT

- Search for appropriate profiles on LinkedIn
- Resource, screen and shortlist candidates
- Conduct screening interviews
- Follow up on candidates during and after their appointment
- Develop relationships with new and existing candidates
- Maintain an updated track record of all applicants
- Analyze job descriptions and prepare screening questionnaires
- Search for Job Description drafts and create new relevant ones
- Submit JD drafts for senior staff for approvals
- Ensure all documents are accurate and well organized
- Aid job seekers in CV creation and share tips about attractive good structured resumes
- Build LinkedIn Profiles from scratch
- Help young talents and experienced executives in finding the right jobs for them

Previous & ongoing collaborations with: The Wave (Bulgaria), Blazing Boost (Italy), Teleperformance (Greece), Monty Mobile (Lebanon)

SKILLS

Time Management | Effective communication | Microsoft Office Suite | Stress Management | Leadership Development | Emotional Intelligence | Conflict resolution | Headhunting | Sourcing | Interviewing | Recruitment | Critical Thinking | New Hire Orientation | Onboarding

CERTIFICATIONS & LEARNINGS

- Become a Technical Recruiter – LinkedIn
- Design Thinking Methodology & Innovation - Bank Audi
- Essentials of inclusive recruitment – ProAble
- HR as a Business Partner – LinkedIn
- Become a Technical Recruiter – LinkedIn
- Virtual Interviewing for HR – LinkedIn
- Improving Your Listening Skills – LinkedIn
- Human Resources: Building a Performance Management System – LinkedIn
- Earned badges in: Microsoft PowerPoint, Word, Excel and Critical Thinking

LANGUAGES

English, Arabic, Spanish

Bank Audi, Lebanon — *Human Resources Coordinator*
(Internship)

JULY 2019 - AUGUST 2019

- Search for appropriate profiles
- Work in partnership with Senior Management in order to clarify their workforce requirements and assess their needs for talent and develop a business-driven workforce strategy
- Shadow internal trainers and prepare workshop events.

HRSuits Consulting sarl, Lebanon — *Human Resources Researcher*
(Internship)

SEPTEMBER 2018 - NOVEMBER 2018

- Conducts research on a diverse range of assigned issues using multiple research sources; selects relevant material, analyzes information and presents findings for internal review
- Assists in the preparation of policy opinions/advice on a wide range of human resources matters of the Organization
- Selects and evaluates a variety of documents, summarizes pertinent material, collects and analyses data and prepares background materials for assessment papers, studies, briefs and reports
- Establishes internal databases; sets up, files, stores and manages data and information relevant to the scope of unit activities.

EDUCATION

Haigazian University, Lebanon — *Bachelor of Business Administration, Emphasis in Human Resources Management*

JANUARY 2015 – MAY 2019

Morgan International, *SHRM Preparatory Course*

SEPTEMBER 2021 – DECEMBER 2021

EXTRACURRICULAR ACTIVITIES AND REWARDS

Haigazian University — *Orientation Leader / Kickboxing Fighter*

- ❖ Certificates of appreciation:
 - In recognition of my sincere dedication, serious efforts and valuable contribution and services to HU Orientation Program.
 - In recognition of my contribution and efforts to the HU Kickboxing team and the whole sports department.
 - In recognition of my dedication and valuable services to the HU extracurricular activities.

Beirutiyat — *Volunteer Staff*