



# FRANCIS BOU NASR

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## Skill Highlights

- Competency Based Interview
- Strong decision maker
- Complex problem solver
- MS Office
- Visio
- Oracle E-Business Suite (ERP)

## Languages

English – Fluent

French – Fluent

Arabic – Native

**HR Professional** with experience in recruitment, onboarding, HRIS, HR projects & Organizational Design. Worked in International Non-Governmental Organizations, International Organizations and private sector across various industries encompassing Pharmaceutical, Retail, FMCG, Agriculture & Media.

## Experience

12/2019 to 08/2020

### HR Officer - Legal Action, Lebanon

- Managed the HR Function in Lebanon
- Managed the Logistics Department

12/2017 to 09/2018

### Assistant HR Manager – Robert's Group Holding, Lebanon

- Developed a new recruitment procedure
- Designed a new performance appraisal form
- Delivered 4 trainings
- Reviewed salaries scale

03/2015 to 12/2017

### HR Officer - Save the Children International, Lebanon

- Provided advice for North Area Senior Management Team
- Upgraded the caliber of the talent hired in a challenging industry and region
- Audited Annual leave balances and recuperated 106 leave days which lead me to redesign the leave procedure
- Provided Employee relations support for 270 staff
- Lead Fact-Finding committees in suspected fraud cases
- Built the capacity of 1 HR Assistant to reach Officer level

07/2012 to 10/2014

### HR Officer - Mersaco, Lebanon

- Customized ERP system Oracle E-Business Suite for the HR Department
- Created and reviewed policies & procedures for Personnel, HR & NSSF Transactions in order for the system to be able to process allowed transactions with minimal possible of human error
- Verified all transactions are compliant to Lebanese Law [Labor Law, NSSF law, Income Tax law]

03/2012 to 07/2012

**HR Officer - MTV / Studiovision, Lebanon**

- Recruited administrative staff and some technical positions
- Managed 120 internships in the operation department
- Created job descriptions, new job application, second employment policy, recruitment policy

09/2011 to 02/2012

**HR Officer - Golden Food, Lebanon**

- Recruited Managerial level positions
- Created job descriptions, recruitment policy

05/2009 to 09/2011

**Recruitment Coordinator - Debbane Group, Lebanon**

- Recruited in 8 countries both support administrative staff and engineers
- Created job descriptions, performance appraisal (using balanced scorecard), standard operating procedures, mini application
- Created a Health & Safety plan to protect employees at the workplace during current & severe H1N1 influenza pandemic
- Created the Onboarding program on group level and company level as part of my Master Thesis; launched the new onboarding program

## **Education**

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05/2013

**Master's Degree in Human Resources Management  
Université Saint-Joseph (USJ), Beirut, Lebanon**

06/2005

**Bachelor's Degree in Psychology  
Lebanese University (LU), Fanar, Lebanon**

## **References**

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References available on request