

# G A E L L E A B I K H A L I L

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## ABOUT ME

Human Resources Professional with over two years of experience and exposure to the human capital value chain, seeking an opportunity for personal and professional growth.

## EDUCATION

2014 - 2018: Université Saint-Joseph  
Bachelor in Business Administration and Management

## CERTIFICATION

**Certificate in Human Resource Development and Management**  
Issued by Cambridge Management and Leadership School

## EXPERIENCE

2021 - Present: **Ostaz by Inspired**

### **HR Generalist**

- Combine and summarize HR data and draft various documents to support specific HR activities by monitoring the performance of tutors and employees and updating their KPI when applicable.
- Review incoming mail/calls and redirect them accordingly as the main point of contact between tutors and the company.
- Put in place an efficient filing/data retrieval system to ensure continual access to updated data
- Schedule and organize meetings, prepare agendas, attend and take minutes of meetings
- Assist in recruitment/talent acquisition and recruitment process to hire qualified tutors & BO employees for our offices in UAE and KSA and European countries.
- Conduct employee onboarding from scratch (joining announcement, Immersion plan, etc.); And help plan training and development for internal employees and tutors mainly in UAE, KSA, and European countries.
- Maintain and document all employee records (leave, Probation, Performance, training forms, Tec.) on the company database
- Update databases internally, such as tutor's profile status, if they are in progress, finished their application, or are rejected after the interview.
- Review and renew company policies and legal compliance in coordination with the HR team in line with the company's multiple countries of presence.
- Assist with payroll by updating all employee attendance based on needs

2020-2021: **Ostaz by Inspired**

### **Talent Acquisition Intern**

- Screening tutors' applications and selecting qualified candidates as per requirements and selection criteria
- Attract and source potential private tutors
- Collect documents pertaining to tutors' validation
- Planning and conducting interview

2019 -2020: **Arcenciel (aec) - Lebanese NGO**

### **Recruitment Trainee :**

- Assisted the recruitment unit in the different stages of the recruitment process:
- Posted openings through the use of social and professional networking sites to identify and source candidates, job boards, careers website, social recruiting, etc.
- Acquired and gathered resumes from different sources.
- Screen received resumes and shortlisted the potential candidates who meet the requirements.
- Conducted phone interviews.
- Contacted selected candidates to organize and schedule interview meetings.
- Assisted the team in the first interview and in the selection phase.
- Assisted in writing and forwarding rejection letters to the disqualified candidates.
- Assisted in performing reference and background checks for potential employees.
- Developed a pool of qualified candidates and record the applications in the database in advance of need.
- Analyzed the need of recruitment in terms of interns, volunteers and employees for both special events (Christmas Market, other events) and office duties.