

PROFESSIONAL EXPERIENCE

Talent Acquisition Executive | OLX Lebanon

Jan – Feb 2022 (**Due to cost cutting**)

Recruitment:

- Sourcing and engaging external talent using a variety of sourcing techniques: Headhunting, advertising, social media, and internal referral system.
- Planning interview and selection procedures, including screening calls, assessments, and in-person interviews
- Screening and shortlisting candidates by conducting phone interviews.
- Assessing candidate information, including resumes and contact details, using Applicant Tracking System. (Workable, Bamboo HR)
- Supporting employer branding initiatives.
- Supporting in organizing and attending job fairs, recruitment events, and relations with universities.
- Fostering long-term relationships with past applicants and potential candidates
- Keeping records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders.
- Working with the Hiring team to understand the scope of open roles and providing them with regular feedback on the process.
- Ensuring the applicant tracking system is updated with prospective candidates and interviews feedback and other recruitment trackers.
- Constantly sharing progress on open positions, quality of candidates and strategy to find/engage more talent.
- Ensuring the recruitment process is adhered to starting with the Requisition approval.
- Following-up with emails to inform unsuccessful applicants.
- Conducting various assessments applicable to the role.

On-boarding:

- Coordinating the joining date of new joiners with the relevant hiring manager.
- Creating the new joiner profile on Bamboo HR and sending the new hire packet.
- Following up on the collection of all relevant documents for new joiners.
- Coordinating new joiners on-boarding day.
- To perform any other reasonable task which might be required from time to time.

HR Talent Acquisition Officer | Caritas Lebanon

Sep 2020 – Dec 2021

Recruitment:

- Receive on a regular basis the job openings (mainly through the Personnel Requisition Form) from Heads of Departments.
- Validate the vacant needs through research and analysis.
- Search for appropriate profiles utilizing various resources (internal and external).
- Read, analyze and interpret profiling and psychometric tests in order to evaluate profiles to ensure they fit the requirements.
- Conduct Competency Based Interviews with external and internal applicants at entry and middle and senior level positions to assess qualified candidates.
- Write evaluations after analyzing behavioral trends and assessing the development of the required competencies for the position to be filled.

- Coordinate with the Hiring Manager the selected candidates for an in-depth technical interview. Discuss with the Hiring Manager the evaluations in order to select the best fit.
- Post jobs on different platforms (Daleel Madani, AUB, LAU, USJ...)
- Conduct background investigation for the external candidates in coordination with the Information Collection Unit and follow-up on the outcome before proceeding with the hiring process.
- Propose salary and grade to Compensation and Benefit unit based on qualifications and interview evaluation results.
- Prepare a Hiring Record for selected candidates (summary of relevant information concerning the candidate and the job to be filled, etc.)

HR Assistant | Caritas Lebanon

Aug 2019 - Sep 2020

- Post job ads and update related sheet
- Invite candidates to test and interview
- Coordinate interview with panel members
- Correct tests and update database sheet
- Send application status to applicants
- Assist in conducting interviews
- Prepare weekly reflection and related events
- Create and update the HR Manual
- Updated HR database sheet

HR Intern – Recruitment Department | Caritas Lebanon

Jan 2019 – Jul 2019

- Create and update job ads calendar
- Post job ads and update related sheet
- Assist in conducting interviews
- Renew and get new discount offers for employees
- Update the internal HR database
- Perform clerical and administrative tasks

Rithletic Gym | Cornet Chehwan

Trainer and kickboxing Instructor

Jun 2018-Jun 2020

HR Intern - Personnel and Marketing department | Bank Audi

Jan 2018

- Update the internal database with new employee information
- Follow up with clients on their Spring account features

EDUCATION

MS in Business Strategy - NDU

Feb 2021- present

BA in Human Resources Management

June 2018

CERTIFICATIONS

2nd Degree Black Belt in Kickboxing, 2018

TRX, IFPA, 2016

Swimming Instructor from Ministry of Tourism 2016 and Civil Defense 2014

Wing Chun Kung Fu, Level 2 from Wing Chun Academy, Australia 2012

Computer Skills

Microsoft Office

Outlook

PowerPoint

SPSS

Dynamics

LANGUAGES

Written and spoken fluently: Arabic, English, French(good)

ACHIEVEMENTS

- Kickboxing World Championship, Athens, Greece, 2018 - 3rd place
- Kickboxing World Championship, Florida, USA, 2016 – 1st place
- 4x Lebanese Kickboxing Championship
- Hannibal Race, Beirut - Lebanon, Sunday July 23, 2017 & 2018 - Bronze Medal.

Reference is available upon request