

SAMIR ATTAR

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EDUCATION

LEBANESE AMERICAN UNIVERSITY – Bachelor of Science in Business, Management

September 2013 - May 2016

WORK EXPERIENCE

Freelance Recruiter | Self-employed

April 2024 – Present

- Sourced, screened, and shortlisted candidates for various roles across industries (IT, Finance, Marketing, etc.) using job boards, LinkedIn, and networking strategies.
- Conducted in-depth interviews and pre-assessment evaluations to match client requirements with candidate qualifications and career goals.
- Built and maintained a talent pipeline for future hiring needs through proactive outreach and relationship management.
- Collaborated with clients to define job descriptions, candidate profiles, and hiring timelines.
- Negotiated job offers and managed the candidate experience from initial contact to onboarding.
- Provided market insights, salary benchmarks, and hiring trends to help clients make data-informed decisions.
- Handled end-to-end recruitment process independently, ensuring a smooth and timely hiring cycle.
- Worked with multiple clients simultaneously while maintaining clear communication, confidentiality, and high-quality service.
- Created recruitment reports and metrics to evaluate sourcing effectiveness and improve future campaigns.

Source Du Pays S.A. | Douala, Cameroon – Human Resources Team Leader

February 2024 – March 2024

- Spearheaded the establishment of the HR department, playing a pivotal role in its organization and structuring
- Establishing and structuring the HR department, designing its units, and delineating their roles and responsibilities within the organizational framework
- Lead the recruitment efforts by hiring HR officers, overseeing their training, and delegating tasks to ensure efficient workflow and productivity
- Formulating and implementing comprehensive policies and procedures aligned with company objectives and regulatory requirements, disseminating them effectively to all staff members
- Crafting detailed job descriptions for every role within the organization, clarifying duties, responsibilities, and reporting structures to facilitate smooth operations and performance evaluation
- Collaborating with legal counsel and senior management to draft, review, and finalize employment contracts, ensuring compliance with legal standards and safeguarding the interests of the company
- Supervising operations at the factory, ensuring adherence to established standards and regulations, and addressing any deviations promptly to maintain optimal efficiency and quality assurance.

SETS International / MINDSETS Consulting | Beirut, Lebanon – Senior Human Resources Officer

March 2022 – January 2024

- Supported the implementation of HR policies and procedures across SETS branches namely Lebanon, North Africa, Jordan, Bulgaria, Canada in addition to Mindsets and maintained employee information in the HR System, managed the payroll, and leave application process, supported the implementation and administration of the employee performance appraisal, and generated various HR reports and assisted with the recruitment and training of new employees
- Conducted research to identify workforce issues or inefficiencies, and recommended solutions and provided advices on HR policies, procedures, and tools and ensured that the operations and activities of the workforce are efficient and in the best interest of the company goal
- Developed and enhanced the HR system, payroll implementation, contracts, NDA and company specific models
- Implemented the recruitment procedures as sourcing, screening, conducting interviews, evaluating candidates, and hiring professionals with specialized skills aligned with the firm's consulting services after collaborating with the project managers and directors
- Oversaw the implementation and integration of new policies, procedures, tools, and strategies and generated analytic reports and presentations for feedback to management.

Makassed General Hospital | Beirut, Lebanon - Senior HRIS Officer

September 2021– March 2022

- Managed the Personnel Information System (People 365) data for hospital staff throughout controlling the parameter database and maintaining proper data entry and created contracts for nurses and administrative employees and reported them to the Chief Human Resources Officer
- Generated reports and submitted statistics to top management for future decision taking
- Assisted the recruitment unit by conducting interviews and personal skillset evaluation

Makassed Philanthropic Association | Beirut, Lebanon - HRIS Officer

March 2018 – August 2021

- Operated the association Personnel Information System (Progress) by processing personal data, work history, and performance appraisals
- Audited monthly payrolls and declared compensation funds for educational affairs and provided contracts, work statements, and staff cards for the employees
- Conducted questionnaires and surveys among staff to gather information for desired trainings and development

Travel Bureau | Beirut, Lebanon - Travel Consultant

November 2016 – August 2017

- Promoted and booked travel arrangements from airline tickets, hotels and resorts, transportation, to visas for individual clients and businesses
- Acquired an expanding and dedicated clientele by giving best offers and making packages