

Hussein Yaghi

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Summary

Dedicated and detail-oriented administrative and HR professional with progressive experience in human resources, team coordination, and operational management. Demonstrated ability to support and lead office functions, streamline processes, and contribute to organizational goals through strategic planning and professional communication. Proven success in assistant management roles, HR systems, data accuracy, and cross-functional collaboration. With strong interpersonal and leadership skills. Seeking roles in HR, assistant management, or broader administrative and organizational management sectors.

CORE PROFICIENCIES

Administrative coordination | Conflict and Negotiation | Document Management & Compliance | Team Work | Responsibility | Creative Problem Solving | Time Management and Efficiency | Creativity | Constructive Feedback | Flexibility and Adaptability | Operational Oversight Support | Administrative Leadership

Languages: English (fluent), Arabic (native)

Technical Skills: Google Workspace, Microsoft Office (Excel, Word..)

Work Experience

The Lebanese Organization for Studies and Training (lost)

March 03 – June 15/2025

Internship with Head Branch Manager

- Provided high level administrative support to senior management by managing complex calendars, scheduling high-stakes meetings, preparing briefing materials, and ensuring daily operations aligned with executive priorities.
- Created and edited professional business documents, reports, internal memos, and presentations with a focus on clarity, consistency, and corporate communication standards.
- Coordinated internal and external meetings, events, and conferences from planning to execution — including logistics, vendor negotiations, agenda creation, attendee communication, and post-event reporting.
- Handled confidential documentation, including contracts, HR records, legal correspondence, and strategic plans with strict confidentiality and data security protocols.
- Developed and implemented streamlined administrative procedures and systems to improve office efficiency, reduce bottlenecks, and support departmental performance goals.
- Monitored and maintained budgets, processed purchase orders and expense claims, and collaborated with finance to reconcile discrepancies and support monthly and quarterly reporting cycles.

Safe Side Association - Assistant Manager

July 08 – Aug 25/2024

- Coordinated and managed complex administrative tasks, including donor communication, grant documentation, event logistics, and volunteer coordination, ensuring seamless program delivery and fostering strong stakeholder relationships to support the NGO's mission and community impact.

- Provided financial support and reporting by maintaining cash logs.
- Coordinate internal communications and team logistics, and oversee inventory of office supplies and project materials.
- Help organize team-building activities or staff development sessions, and collect and enter data from field activities.
- Respond to inquiries professionally and resolve basic issues before escalation, and coordinate with internal departments.

Berdawni Water - HR & Administrative Intern

May 1 – June 30/2024

- Led end-to-end recruitment cycles, including job analysis, talent sourcing, interviews, and onboarding, successfully closing multiple roles across departments.
- Managed employee lifecycle operations such as onboarding, performance reviews, leave tracking, offboarding, and final settlements.
- Administered monthly payroll processing, benefits coordination (insurance, bonuses), and ensured compliance with tax and labor regulations.
- Maintained HR records, contracts, and compliance documentation while supporting internal and legal audits.
- Handled employee relations, conflict resolution, disciplinary actions, and grievance management in alignment with HR policies.
- Organized internal training programs, employee engagement events, and awareness sessions to enhance retention and workplace morale.

Education: Antonine University

Bachelor of Business Administration - Human Resources

Completed a comprehensive academic program covering human resources, business operations, labor law, organizational behavior, and administrative management. Developed practical skills in document handling, office coordination, HR policy implementation, and internal communication. Participated in group projects and research on employee engagement, administrative systems, and leadership models relevant to business support roles.

Certificates

PwC (PricewaterhouseCoopers) Alumni group of 25

Nov 28 – March 06/2024

- PwC Elevate Programme through the headquarters | Riyadh, Saudi Arabia
- Alumni group of 25
- Gained exposure to corporate work environments, with a strong focus on aligning operations to organizational vision and objectives.
- Enhanced skills in developing and implementing strategies that drive performance, collaboration, and sustainable business outcomes.

University of Minnesota Business School

- Human Resources Management Capstone: HR for People Managers
- Managing Employee Performance
- Recruiting, Hiring, and Onboarding Employees
- Managing Employee Compensation

References available upon request.