



Beirut, Lebanon  
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## Sara Akil

Dynamic and people-centered HR and Administration professional with 5 years of experience across human resources, employee engagement, and organizational coordination in both the **NGO** and **corporate** sectors. Skilled in recruitment, onboarding, performance management, and HR policy implementation. Holds an MBA and Diploma in Education & Leadership, with a strong commitment to inclusive, values-driven workplace culture.

### Details

Nationality **Lebanese - Qatar (Residency)**

Date of birth **14-04-2002**

### Employment History

#### **Teacher & Project Facilitator – MOUVEMENT SOCIAL/ TEACH FOR LEBANON**

2022 — 2025

- Delivered English and Business courses to middle and secondary students using participatory, student-centered methods.
- Designed tailored entrepreneurship and financial literacy activities, linking theory with real-life application.
- Facilitated English and soft-skills sessions for youth in community centers, enhancing communication and employability.
- Supported the coordination of educational projects focused on equality, wellbeing, and gender inclusion.
- Mentored students through academic and personal challenges, promoting confidence and long-term motivation.

#### **Administrative / HR Officer at REC+ MEDIA, Doha, Qatar**

2024 — 2025

- Managed full-cycle onboarding for 15+ employees, including documentation, ID creation, and HRIS updates.
- Processed monthly payroll and coordinated with Finance for benefits and salary adjustments.
- Maintained confidential employee records and organized performance review documentation.
- Drafted HR communications (memos, policies, and internal announcements).
- Developed workflow systems in Notion AI to enhance team productivity.

#### **Team Lead Manager at SAFESIDE INSURANCE**

2022 — 2023

- Supervised and coached a team of 10 employees across admin and client service functions.
- Oversaw weekly reporting and improved internal communication through performance check-ins.

- Conducted brief training sessions on data entry accuracy and client communication etiquette.
- Acted as the primary contact for escalations and office management support.

### **Sales & Marketing Consultant at SAFESIDE INSURANCE , Beirut, Lebanon**

2021 — 2022

- Collaborated with HR and sales teams to support onboarding and alignment with company goals.
- Created and analyzed social media campaigns that increased engagement by 20%.

### **Project Coordinator at WORKSHOP HUB, Beirut, Lebanon**

2019 — 2021

- Coordinated logistics for 15+ professional development workshops, from vendor booking to venue setup
- Managed event budgets, timelines, and post-event reports
- Collaborated with guest speakers and trainers to design impactful learning experiences
- Created participant feedback forms and compiled insights to improve future events
- Supported digital marketing promotions and maintained a content calendar for workshops

## Education

### **MBA in Business Administration, Lebanese International University**

2023 — 2025

### **Diploma in Education & Leadership, Lebanese American University**

2023 — 2025

### **Minor in HR & Digital Marketing, Bachelor of Arts in Business Management, University of Sciences and Arts in Lebanon**

2019 — 2023

## Skills

- **Human Resources: Recruitment, Onboarding, Payroll, Employee Relations, HR Policy, Records Management**
- **Leadership & Training: Staff Supervision, Mentorship, Performance Coaching, Workshop Facilitation**
- **Operations: Office Administration, Reporting, Coordination, Budgeting, Event Planning**
- **Languages: Arabic (Native), English (Fluent), French (Intermediate)**
- **Tools & Platforms: Notion AI, Microsoft Office Suite, Google Workspace, Canva**
- **Education & Learning: Classroom Instruction, Curriculum Design, Youth Empowerment**