

## PROFESSIONAL SUMMARY

A professional, results-driven Talent Acquisition Specialist with over three years of experience in recruitment and sourcing across the Middle East and European markets. Skilled in identifying top talent for strategy consultancies, startups, and multinational corporations across industries.

## WORK EXPERIENCE

### Hiperpool

*Talent Acquisition - Senior Associate*

*Talent Acquisition Analyst*

**Beirut, Lebanon**

*Jun 2024 - Present*

*Aug 2022 – Nov 2023*

- Source and identify mid to senior-level candidates across the Middle East and European markets.
- Connect with clients, including strategy consultancies, startups, and corporations, to identify hiring needs and match them with the best-fit candidates.
- Conduct initial candidate screening calls to identify top talent.
- Manage and track a high volume of hiring processes simultaneously.
- Communicate job offers and handle negotiations between clients and candidates.

### AlphaSights

*Talent Acquisition Coordinator*

**Dubai, UAE**

*Nov 2023 – May 2024*

- Be the first point of contact for candidates to help guide them through the interview process from application to hire.
- Screen resumes and application materials, and conduct initial phone screens for the next generation of Client Service talent.
- Manage and maintain candidate pipelines through ATS and other sourcing tools.
- Handle the scheduling of interviews between internal stakeholders and candidates.
- Draft and post job descriptions across multiple platforms.
- Support university outreach, career fairs, and networking initiatives to attract emerging talent.
- Draft, prepare, and communicate job offers to new joiners.

### Holdal Abou Adal Group

*Recruitment Coordinator*

**Beirut, Lebanon**

*Oct 2021 – Jul 2022*

- Handle postings of vacancies on multiple platforms. As well as drafting and communicating the vacancies internally via internal channels.
- Handle screening and filtering of CVs for entry and mid-level roles as well as subsequent interview scheduling.
- Shadow different competency-based and technical interviews to select top talent.
- Draft, prepare, communicate, and negotiate job offers for new joiners.
- Update and draft job descriptions by communicating with relevant SMEs to accurately portray the tasks and skills needed to perform the job.
- Develop and review organizational charts for all departments.
- Participate in preparing for the 2022 Internship Program as part of Quality Education; SDG 4 goals by brainstorming and communicating the launch of the program across all platforms (universities, social media pages, and Holdal website).

## EDUCATION

### American University of Beirut

*Bachelor of Business Administration*

**Beirut, Lebanon**

*Graduation Date: June 2021*

- **Major:** Human Resources Management
- **Minor:** Psychology
- **GPA:** 3.7/4 – Graduated with Distinction

### International College

*Baccalaureate in Economics and Sociology*

**Beirut, Lebanon**

*Graduation Date: Jun 2018*

## LANGUAGE AND SKILLS

**Languages:** Fluent in Arabic, English, and Intermediate French

**Technical skills:** LinkedIn Recruiter, University Job Boards, Greenhouse & Salesforce (ATS), Goodtime (scheduling)