

Zein Jawad

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Professional Summary

HR & Talent Acquisition Professional | 4+ Years | GCC & Europe

Proven track record across MENA & Europe in full-cycle recruitment, HR operations, and workforce planning. Reduced time-to-hire by 25%, improved onboarding, and implemented ATS/HRIS (Workable, Taleo) to scale hiring and align talent strategy with business growth.

Career Highlights

- Reduced time-to-hire by **25%** through ATS/HRIS optimization
- Placed **30+ professionals in six months** across IT, sales, and marketing
- Executed 150+ hires with 100% onboarding compliance

Core Competencies

Full-cycle recruitment | Boolean/X-ray sourcing | Structured interviews & scorecards | Workforce planning | Onboarding compliance | KPI/SLA tracking | Time-to-fill | Offer-accept rate | Vendor mgmt | GCC labor basics

Professional Experience

Freelance HR Consultant | Remote | May 2024 – Present

- Delivered HR/recruitment consulting for SMEs in MENA/EU; optimized recruitment workflows to cut time-to-fill by 20%.
- Introduced standardized onboarding checklists, achieving **100% documentation compliance** across clients.

Operations Manager | ReQruit – H&J Holding | Qatar | Dec 2023 – Apr 2024

- Managed **end-to-end GCC recruitment for mid-senior roles**, deploying ATS systems that improved efficiency by **25%** and enhanced pipeline reporting.
- Built and maintained client partnerships through **account management & needs assessment**, resulting in a **15% increase in repeat business**.

Innovation Analyst | Nucleus Ventures | Lebanon | Dec 2022 – Mar 2023

- Conducted **talent market research & benchmarking** to design startup hiring strategies.
- Supported **organizational readiness assessments and due diligence**, ensuring compliance and scalability.

Recruitment & Business Development Executive | Consultics Ltd | Cyprus | Feb 2022 – Jul 2022

- Sourced, screened, and placed **30+ professionals in six months** across IT, sales, and marketing roles.
- Streamlined **client onboarding & documentation**, reducing administrative delays by **30%**.

HR Assistant / Intern | Tx Group (UK) & OESC Lebanon | Jan 2021 – Jul 2021 / May 2020 – Dec 2020

- Coordinated **150+ hires** across multiple departments, ensuring accurate onboarding, compliance, and record-keeping.

Education

BBA, University of Nicosia, Cyprus (Sep 2016 – May 2020) | Exchange Program, Saxion University, Netherlands (Sep 2019 – Jan 2020)

Languages & Certifications

Languages: Arabic (Native), English (Fluent), French (Conversational), Dutch (Basic)

Certifications: Microsoft Office (Coursera), Marketing Analytics (Coursera)