



Layal Al Ghali

Human Resources Specialist

Contact

+96170022531

alghalilayal@gmail.com

Beirut, Lebanon

About Me

Human Resources professional with a degree in HR and hands-on experience in recruitment, employee file management, onboarding, and attendance tracking.

Experienced in supporting HR and administrative operations in NGOs and healthcare sectors. Highly organized, detail-oriented, and effective in team environments.

Skilled in communication, public relations, and office coordination. Passionate about creating a smooth and efficient workplace.

Education

Bachelor in Human Resource Studies

University La Sagesse

2017 - 2021

Focus on human resource management, communication, career development, civic engagement, employee relations, organizational behavior, conflict resolution, workplace ethics, talent acquisition, and leadership strategies.

Hotel management

BS at C and E college

2013 - 2016

Studies in food and beverage management, kitchen operations, wine history, food nutrition, accounting, and business management.

Experience

Human Resource Specialist

July - Oct 2025

Neon Consultancy

Handled end-to-end HR operations including recruitment, onboarding, employee file management, and payroll coordination. Supported performance evaluation, training, and employee engagement initiatives while ensuring compliance with internal policies and confidentiality standards. Maintained accurate HR databases and facilitated effective communication between management and staff to promote a positive and organized work environment.

CEO Administrative and HR Assistant

Jan 2024 - June 2025

PROMEDIC-EMMS "Makassed Hospital"

- Provided direct support to the Chief Executive Officer (CEO), managing schedules, coordinating daily operations, and handling high-level administrative tasks
- Acted as a liaison with the governorate and managed public relations efforts on behalf of the company
- Assisted the HR department with employee files, onboarding, recruitment coordination, and attendance tracking
- Led a small team and ensured effective collaboration across departments to maintain operational efficiency
- Worked with internal software systems and closely coordinated with the Procurement team to streamline processes

Manager Assistant & Field Leader

Sep 2023 - Apr 2024

Fayed Al Hanan - NGO

- Represented the organization in legal courts and safety visits.
- Assisted senior management with strategic planning and execution.

HR and Administrative Coordinator

May 2020 - Dec 2023

Bayarek El Kheir - NGO

- Provided direct administrative and operational support to the CEO to ensure smooth daily functioning of the organization
- Managed internal and external communication, including coordination with local authorities, such as the governorate.

SKILLS

- Excellent communication and organizational skills
- Strong multitasking and problem-solving abilities
- Recruitment, onboarding, performance management, and employee file management
- HR operations, employee relations, and administrative support
- Leadership support, strategic planning, and workforce coordination
- Office coordination, document management, and procurement
- Public relations and customer service
- Basic finance coordination
- Proficient in SAP, E-Solution, and Microsoft Office (Excel, Word, PowerPoint, Access)
- Experienced with Canva, Asana, OneDrive, and AI tools
- Monitoring, reporting, and grant management

- **Receptionist and Customer Services** Jan 2017 - Feb 2020
Atlantis Fit - Gym
 - Managed reception operations, responded to customer requests, and coordinated daily office support services efficiently.
- **Receptionist** Jan 2016 - Nov 2016
Smallville Hotel
 - Provided front desk and customer service support, welcoming guests and managing check-ins, bookings, and inquiries. Handled phone calls, payments, and client requests with professionalism and attention to detail, ensuring a positive and organized guest experience.

TRAININGS & WORKSHOPS

- **World Vision**
 - Internship Training
 - Procurement & Finance Training
 - Human Resource & Security Training
 - Community-Led & Gender Inclusion Training
 - Child Protection & Safeguarding Policy
 - Monitoring, Evaluation, Accountability & Grant Management
 - Communication & Leadership Development
- **Civil Defense**
 - First Aid Training