

Alexandra Saliba

Alexandra.saliba71@gmail.com / Lebanon / Lebanese - Armenian
+961 70 754040 – **Holder of UAE Golden Visa**

EDUCATION

American University of Beirut (AUB)
Master of Business Administration (MBA)

Lebanon
2023 – ongoing

Notre Dame University (NDU)
BBA in Human Resources Management

Lebanon
2011 - 2015

EXPERIENCE

Deloitte & Touche (M.E.)

International Business & Consulting Services Company

Assistant Manager HR Generalist
(Promoted from Senior to AM in Oct 24)

Lebanon
Jan 2022 – ongoing

- Manage a team of three people within the recruitment and onboarding/offboarding pillars, by assigning their day-to-day tasks, review their deliverables and coach them on various tasks
- Deal with Partners & Directors on a regular basis; set recruitment strategies, review progress and tackle challenges
- Manage end-to-end recruitment process for ME and headhunt for critical roles, including coordinating with hiring managers, selecting candidates, conducting HR interviews, testing and aligning with leaders, and extending job offers
- Handle employee relations and performance management for all Central employees
- Prepare onboarding agendas for new joiners, and conduct exit interviews
- Coordinate with the legal team on updating offer letters, contractor agreements etc...

Nexius

Multinational Telecommunications Company located in the US

Recruiter – Remote

Frisco, TX
Mar 2021 – Dec 2021

- Source candidates / headhunt, conduct interviews, document process and feedback in our ATS, and negotiate / deliver offers
- Manage multiple searches for multiple hiring managers across the country
- Work directly with hiring managers / executives, creating strong relationships and becoming a trusted advisor in the recruiting and hiring of talent
- Engage in social media activities to promote hiring opportunities and contribute to a positive employer brand
- Recommend new approaches and procedures for continual improvements in department and services performed

Potech Consulting

Multinational Cyber Security Company

HR & Administration Officer

Lebanon
Feb 2020 – Feb 2021

- Manage end-to-end recruitment process from first contact with hiring managers till onboarding
- Conduct orientation sessions and follow-up the probation period till the confirmation of the new recruit
- Create JDs in accordance with the hiring managers
- Set processes and procedures around various HR and non-HR functions
- Handle employee relations

Les Affichages Picasso

Multinational Advertising Agency in the MENA region

HR Coordinator

Lebanon
Oct 2018 – Jan 2020

- Manage end-to-end recruitment process from first contact with hiring managers till onboarding
- Conduct orientation sessions and follow-up the probation period till the confirmation of the new recruit
- Participate in job fairs from initiation till completion
- Conduct exit interviews and close out employee files upon resignation, retirement or transfer

Capital Banking Solutions

Multinational Banking Software provider in the MENA region & the US

HR Officer

Lebanon
Oct 2017 – Oct 2018

- Screen received CVs to match against vacant positions and send them to HBUs to shortlist potential ones accordingly
- Handle Competency Based Interviews to screen and shortlist Junior candidates and prepare job offers
- Administer reference check to short-listed candidates and make final assessment accordingly
- Prepare, review and update job descriptions and organize and coordinate preparation for job fairs

Les Affichages Picasso

Multinational Advertising Agency in the MENA region

HR Administrator

Lebanon
Apr 2016 – Sep 2017

- Perform prescreening of candidates, schedule interviews, follow-up on feedback and update candidates status applications
- Create JDs in accordance with the hiring managers
- Set processes and procedures around various HR and non-HR functions
- Handle employee relations

ADDITIONAL INFORMATION

Nationality/Work authorization(s): Lebanese / Armenian

Languages: Arabic (Native), English (Fluent), French (Fluent), Armenian (Basic)

Interests: Muay Thai, Swimming and Tennis

Certifications / Awards:

- Certified Fire Warden
- Received Deloitte elevAte Client award for hard work and for managing both recruitment and performance cycles

Skills: Workday, Avature, OASYS & Microsoft Office