

Hassan Hannouf

Administrative & HR Coordinator | Legal Affairs Assistant

Contact

Hannouf.hsn@gmail.com

+96170381133

Date of birth

11 January, 1994

Profile

A proactive and detail-oriented professional with a solid background in administrative and human resources functions. Possessing a Master's degree in Science of Business Administration from Beirut Arab University, I bring a blend of academic knowledge and practical expertise to effectively manage administrative tasks and support HR operations. With a commitment to efficiency and organizational effectiveness, I excel in coordination office procedures, managing documentation, and facilitating smooth communication channels. I am dedicated to fostering a positive work environment while ensuring compliance with regulations. With a strong focus on continuous improvement and adaptability, I am poised to contribute effectively to organizational success.

Experience

April, 2021 and present

Administrative/Legal Affairs Assistant and Human Resources Coordinator -Safadi Foundation

Administrative and Legal Affairs tasks

- Oversee and manage all legal documentation and regulatory compliance matters for the foundation, ensuring timely follow-up with ministries, government bodies, and relevant authorities.
- Lead the coordination of administrative operations across departments to ensure seamless internal workflow and effective external engagement with stakeholders, partner, and service providers.
- Design, implement, and continuously improve administrative systems, policies, and procedures; communicate these effectively to teams to promote operational efficiency and compliance.
- Manage all the organization's vehicle fleet, including scheduling, maintenance, documentation, and fuel usage, while ensuring compliance with safety and operational protocols.
- Draft, review, and monitor a wide range of legal agreements and contracts with stakeholders, donors, suppliers, and service providers; track contractual obligations and ensure adherence to timelines and deliverables.
- Oversee all insurance policies and coverage related to the foundation, including those for facilities, employees, vehicles, and projects, ensuring risk mitigation and policy compliance.
- Administer petty cash and other operational payments, ensuring accurate record-keeping, reporting, and alignment with financial procedures.
- Accurately record minutes during meetings; follow up on assigned action items with relevant stakeholders to ensure timely execution.
- Contribute to decision making process by generation administrative and legal reports, analyzing data, and providing informed recommendation to senior management.

Private Office Coordinator

Provided administrative and legal support to the Chairman in matters related to his personal affairs. Maintained strict confidentiality while managing a range of sensitive tasks, including:

- Preparing and handling personal and family-related extracts and documentation
- Managing the Chairman's private legal documents and ensuring their accuracy and timely processing

- Overseeing legal paperwork related to personal property and real estate assets
- Liaising with legal advisors, government offices, and external stakeholders on private matters
- Preparing reports and updates on personal affairs as required
- Prioritizing and coordinating personal commitments and takes in alignment with the Chairman's schedule.

Human Resources tasks

- Manage the full recruitment and selection lifecycle, including job postings, CV screening, shortlisting candidates, conducting interviews, coordinating assessments, performing reference checks, and extending job offers and contracts while negotiation employment terms.
- Develop, create, and regularly update job descriptions in collaboration with department heads to ensure alignment with organizational structure and evolving roles.
- Facilitate comprehensive onboarding and orientation for new hires, NSFF registration, benefits enrollment, and delivery of initial training and resources.
- Responsible for managing all NSSF-related documentation and processes, while providing ongoing support to the finance department on matters related to social security compliance and reporting.
- Oversee performance management processes, including conducting evaluations, facilitating feedback sessions, and identifying individual and team training development needs.
- Mediate workplace conflict and effectively address employee grievances, fostering a positive, inclusive and respectful work environment.
- Maintain accurate and up-to-date employee records and HR databases; manage HR administrative tasks such as leave tracking, contract management and renewals, onboarding/offboarding documentation, and compliance records.
- Develop, update and implement HP policies and procedures in line with organizational goals and local labor laws; ensure clear compliance and minimize organizational risks.
- Coordinate internal trainings, workshops, and capacity-building sessions to strengthen staff competencies and support career development.
- Collaborate closely with finance and administration to ensure alignment between HR processes, budgeting, payroll, and organizational priorities.

October, 2023 and present

Program Coordinator of the scholarship program between Safadi Foundation & The Lebanese American University (LAU)

- Introduced and presented the program to both private and public schools across the North Lebanon region, promoting awareness and engagement.
- Planned and coordinated program activities based on detailed timetable to ensure smooth execution.
- Received, reviewed, and drafted applications submitted by prospective candidates with accuracy and attention to detail.
- Conducted and supervised candidate interviews to assess suitability for program participation.
- Administered language proficiency tests to evaluate candidates' qualifications against program requirements.
- Collaborated with the evaluation committee to review applications and prepare comprehensive assessment reports.
- Maintained effective communication and coordination with the Lebanese American University (LAU) representatives.
- Supervised and supported candidates throughout the registration process, addressing any queries and facilitating a seamless experience.

- Organized and scheduled intensive English language courses tailored for program candidates.
- Work closely with LAY representatives to assist candidates with financial aid applications, as well as the processing of payments and required documentation.

May, 2018- JULY, 2019

Admin Coordinator- Al-Fayhaa Association

- Maintained and organized physical and digital records, ensuring secure and efficient data storage and retrieval.
- Accurately entered and updated data in organizational databases, verifying integrity and correcting discrepancies as needed.
- Managed the archiving system for documents and records to support compliance and ease of access.
- Oversaw office operations including cleanliness, procurement of office supplier, and inventory management.
- Composed, edited, and formatted official correspondence including business letters, memos, and emails.
- Handled petty cash and prepared detailed weekly financial reports for internal review.
- Acted as representative of the association in external meetings, events, and NGO workshops, fostering professional relationships and partnerships.
- Coordinated the maintenance and repair of office equipment, ensuring smooth daily operations.
- Managed all incoming and outgoing communications, including mail, email, and telephone inquiries, ensuring timely and professional responses.

Education

September, 2020

Beirut Arab University (BAU)

Master's Degree in Science of Business Administration.

The thesis was published in the journal of International Journal of Online Marketing (IJOM), vol. 12 (1)-January,2022.

June, 2017

Beirut Arab University (BAU)

Bachelor Degree in Business Administration-Management.

Key skills and characteristics

- Able to asses complex situations, identify key issues, and develop effective, date-informed solutions.
- Maintain performance and decision-making quality in high-stress or fast-paced environments.
- Proven ability to lead by example, motivate teams, and drive collaboration toward shared goal.
- Skilled in identifying challenges, analyzing root causes, and implementing practical solutions.
- Capable of managing multiple priorities and deadlines simultaneously without compromising quality.
- Handle sensitive situations and diverse stakeholder interactions with tact, discretion, and professionalism.
- Quickly adjust to evolving priorities, environments, and organizational needs while maintaining high productivity.