

Layal Al Ghali

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Professional profile:

A dynamic and bilingual (Arabic & English) **Human Resources professional** with over 4 years of experience in HR operations, administration, and people coordination. I have a Bachelor's degree in Human Resources Management and solid hands-on experience in recruitment support, onboarding, employee file management, and administrative operations. Additionally, I have exposure to events and brand activations that strengthened communication, coordination, and interpersonal skills.

Core Skills:

- HR Operations including recruitment, onboarding, employee files & performance support.
- HR Systems & Tools (SAP, E-Solution), Microsoft Office (Excel, Word, PowerPoint), Digital Tools (Canva, Asana, OneDrive).
- Administrative & Coordination, Monitoring, Reporting & Grant Management.

Professional Experience:

Human Resource Specialist – Neon Consultancy | Lebanon.

July 2025 – Present

- 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 working environment.

CEO Administrator & HR Assistant – ROMEDIC-EMMS "Makassed Hospital" | Lebanon.

January 2024 – June 2025

- Provided direct support to the Chief Executive Officer (CEO) by managing schedules, daily operations and handling high-level administrative tasks.
- Assisted the HR department with employee files, onboarding, recruitment coordination, and attendance & **led a team of 5** and ensured effective collaboration across departments to maintain operational efficiency.
- Worked with internal software systems and closely coordinated with the procurement team.

Event Coordinator & Brand Activation Specialist- Multiple Agencies | Lebanon.

August 2023 – Present

- Coordinated and participated in high-profile events and brand activations across Lebanon, including **Murex d'Or, Chateau Ksara, ViniFest, Ramadan festivals, Spinneys activations, Red Bull, NOK NOK** and various food and lifestyle brands.
- Represented brands during **promotional campaigns** through product tasting, sampling, sales support, and direct customer engagement to enhance brand visibility and increase sales.
- Worked as a hostess and brand representative, providing product information, assisting customers with selections, and delivering a positive brand experience
- Collaborated with multiple agencies such as **Adrina Agency, iPROM Agency, Select Agency, Diva Agency, and Heavenly Agency.**
- Covered long-term activations, including month-long Ramadan events and christmas events
- Participated in embassy-hosted events, including the **French, Czech, and Brazilian Embassies.**

Key Event: Represented **Chateau Ksara at ViniFest** held at the French Embassy over 4 days, handling wine tasting, sales, marketing coordination, and engagement with guests and industry professionals.

Manager Assistant & Field Leader – Fayed Al Hanan – NGO | Lebanon.

September 2023 – April 2024

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

HR & Administrative Coordinator – Bayarek El Kheir – NGO | Lebanon.

May 2020 – December 2023

- 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.

Education:

- Bachelor Degree in Human Resources Management
University La Segesse, Lebanon | 2017 – 2021.
- Technical & Vocational Certificate in Hospitality & Hotel Management
C & E College, Lebanon | 2013 – 2016.

Trainings:

- **Multiple Trainings at World Vision Lebanon (June 2023 – Aug 2023)** including:
Procurement & Finance – Human Resource & Security – Community-Led & Gender Inclusion – Child Protection & Safeguarding Policy – Monitoring, Evaluation, Accountability & Grant Management – Communication & Leadership Development.
- First Aid Training at Civil Defense | **Aug 2023**