

Elyse Saab

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Education

- SHRM Certification – Ongoing

- BA in Business Administration – Management, Lebanese International University

Employment

HR Admin Officer

Danish Refugee Council (DRC), Zahle – May 2025 – Present
(Covering Bekaa & North Areas – Sole HR Admin Officer)

Serve as the only HR Officer covering two operational areas (Bekaa & North), ensuring end-to-end HR service delivery and compliance across both locations

- Supervise and provide day-to-day support to the HR & Admin Assistant
- Supervise staff leave management and absences.
- Ensure compliance with DRC Operations Handbook and HR standards across the Bekaa and North offices.
- Support Country Office HR & Admin Team Leader on HR and administrative tasks.
- Lead and support all phases of the recruitment process including drafting contracts and overseeing onboarding.
- Coordinate staff induction and maintain updated briefing packages for new joiners.
- Facilitate performance and development processes, including staff development plans and training activities using the DRC Learning Catalogue.
- Oversee payroll preparation and processing in collaboration with relevant departments and external accounting/tax firms.
- Ensure timely compliance with legal obligations (NSSF, income tax, insurance).
- Act as focal point for employee relations: staff complaints, Code of Conduct, and well-being.
- Serve as the main liaison with health insurance providers and other service partners.
- Manage administrative tasks: tenancy agreements, office utilities, inventory, and equipment maintenance.

HR Admin Assistant

Danish Refugee Council (DRC), Zahle – Apr 2022 – Apr 2025

- Coordinated recruitment processes: shortlisting, interviews, and candidate evaluations.

- Covered as Acting HR Officer during maternity leave, managing payroll and HR operations.
- Prepared contracts, job offers, work certificates, and handled staff onboarding/offboarding.
- Managed staff records, NSSF enrollment, insurance coverage, and leave tracking.
- Conducted exit interviews, processed complaints, and acted as Code of Conduct Champion & Well-being Focal Point.
- Assisted in HR trainings and induction programs for staff and partners.
- Supported administrative functions: travel bookings, office supplies, expat housing, and legal documentation.
- Maintained personnel files, payroll slips, and organizational databases (Dynamics).

HR & Administrative Assistant

Bou Chalhoub S.A.L., Zahle – Jul 2019 – Mar 2022

- Supported management with HR, finance, and administrative functions.
- Assisted recruitment, staff attendance monitoring, and salary preparation.
- Coordinated with insurance companies and NSSF for staff coverage and claims.
- Managed supplier communications, purchase orders, and logistics for projects.
- Prepared ISO certification documentation and audit support.
- Processed invoices, contracts, and financial reporting using accounting software (SoftPlus).

Project Supervisor

YMCA, Sin El Fil – May 2018 – Feb 2019

- Supported trainers and trainees during sessions and resolved day-to-day challenges.
- Acted as liaison between staff and management; submitted timely reports.
- Organized weekly training sessions and participated in donor/management meetings.

Sales Assistant

Retail Group, Zahle – May 2018 – Feb 2019

Professional Development

- Code of Conduct & PSEAH Training for Trainers – DRC Lebanon
- Code of Conduct Champion (DRC, Bekaa Office)
- Leadership Training – YMCA
- P.A.S.T. Training – DRC Safety Department
- Leadership & Life Skills – World Vision
- HR Data Management – eCornell
- Time Management – eCornell
- Success Skills – INJAZ
- First Aid – Lebanese Red Cross

Languages

- Arabic – Native
- English – Advanced
- French – Advanced

Skills

- Strong communication & interpersonal skills
- Advanced Microsoft Office (Excel, Word, PowerPoint)
- Time management & organizational skills
- Adaptable and proactive in problem-solving

Reference Available upon request