

Leen About Taka

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PROFESSIONAL SUMMARY

Results-driven HR professional with expertise in recruitment, employee relations, HR compliance, and corporate development. Skilled in policy development, contract drafting, performance management, and workforce planning. Adept at HR reporting, data analysis, and conflict resolution, ensuring efficiency and compliance. Strong communicator with a strategic, ethical, and adaptable approach to HR leadership.

EDUCATION

American University of Beirut (AUB) Aug. 2024 – Dec. 2025
Master's degree in human resources management
GPA: 3.98

American University of Science and Technology (AUST) Oct 2018 - June 2021
Bachelor's degree in management with emphasis in Human Resources Management
GPA: 3.85 – High Distinction

EXPERIENCE

NEON Consultancy Dec. 2025 – Present
HR & Culture Manager

- Managed full-cycle recruitment and onboarding for marketing and creative roles, including sourcing, screening, interview coordination, and structured integration programs to ensure culture fit and retention.
- Developed and implemented HR policies, procedures, and compliance frameworks while maintaining accurate employee records in line with labor laws and best practices.
- Led performance management processes, including KPI design, appraisal cycles, monthly 1:1 tracking, and career frameworks (salary bands, promotions, development plans).
- Drove employee engagement and organizational culture initiatives, including recognition programs, team-building activities, internal communications, and employee satisfaction surveys.
- Delivered HR operations and analytics, including payroll and benefits coordination, training and development programs, and monthly reporting on hiring, retention, performance, and workforce insights.

Resilience Consulting Group (Project Basis) Aug. 2024 – Dec. 2025
HR & OD Specialist

- Managed end-to-end hiring processes for marketing-related roles, including crafting job descriptions, sourcing candidates, conducting interviews, and making selection recommendations.
- Designed and implemented 360-degree performance evaluation appraisals, employee engagement initiatives, and development programs to enhance workforce effectiveness.
- Drafted and reviewed employment contracts, memorandums of understanding, and company policies to ensure compliance and alignment with organizational goals.
- Conducted research on employee needs, HR best practices, and organizational challenges to support data-driven decision-making and policy development.
- Lead HR and corporate development projects, including structuring affiliate programs, improving employee retention strategies, and optimizing organizational processes.

PFC International Nov. 2022 – Aug. 2024
HR Officer

- Managed the full hiring process, including job postings, sourcing, screening, interviewing, assessments, offer negotiations, and onboarding to ensure a seamless candidate experience.
- Addressed employee concerns, handled grievances, facilitated conflict resolution, and implemented disciplinary actions to maintain a positive and compliant workplace.
- Maintained accurate employee records, ensured adherence to labor laws, updated HR policies, generated key HR reports, and oversaw payroll coordination.
- Conducted performance evaluations, provided feedback, identified training needs, and developed employee growth programs to enhance skills and career progression.

- Drafted and negotiated MOUs, employment contracts, and NCNDAs, ensuring clarity, compliance, and mutual benefit for all parties.
- Built and maintained a strong candidate database, sourced talent through various platforms, screened applications, conducted interviews, and facilitated the hiring process.
- Developed job descriptions, interview questions, and assessments aligned with role requirements while maintaining organized recruitment reports and ensuring documentation accuracy.
- Generated periodic recruitment reports, tracking hiring trends and candidate pipelines to optimize talent acquisition strategies and workforce planning.

EXTRACURRICULAR ACTIVITIES

- HR Manager of OSB Review Present
- Member of the Beta Gamma Sigma International Honor Society 2025
- Post Graduate Program in Project Management, Simplilearn 2022
- High Distinction and President Award 2022

SUMMARY SKILLS

Languages: Fluent in Arabic and English, Proficient in French

Soft skills: Stakeholder Management & Influencing, Strategic Thinking & Business Acumen, Organizational Design & Workforce Planning, Performance Coaching & Talent Development, Employee Relations & Conflict Resolution, Data-Driven Decision Making, Adaptability in Fast-Paced Environments, Communication & Interpersonal Skills, Problem Solving & Decision-Making, Change Management