

Hiba Kayed

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PROFESSIONAL SUMMARY

Human Resources professional with over 4 years of experience in humanitarian & non-governmental organizations, including 3 years with Médecins Sans Frontières. Proven experience in HR administration, payroll, recruitment, and staff support across multiple locations. Strong knowledge of Lebanese labor law, HR processes compliance. Demonstrated ability to coordinate HR activities, support managers, and ensure accurate and timely HR operations in dynamic and high-pressure environments. Recognized for reliability, attention to detail, and strong organizational and communication skills.

WORK EXPERIENCE

Human Resources & Administrative Assistant– Save The Children International Zahle, Lebanon

Aug. 2025 – Feb 28th, 2026.

- Promote staff awareness and compliance with HR policies and procedures
- Maintain accurate and well-organized personnel filing systems
- Prepare employment contracts and support onboarding processes for staff and volunteers
- Coordinate recruitment for regular & non-regular staff, including screening, tests, interviews, vetting and offer preparation
- Manage employee exit processes, ensuring proper documentation and clearance
- Support monthly HR reconciliations (leave balances, VMS, attendance tracking)
- Track and monitor all types of staff leaves and ensure accurate records
- Coordinate staff inductions and ensure completion of all required documentation
- Manage insurance processes, including follow-up claims and enrollment of new staff

Human Resources Assistant– Médecins Sans Frontières ‘MSF-OCB’ Beirut, Lebanon (South Beirut Project & Beirut Project)

Sept. 2022 – April 2025

- Prepare and review employment contracts in compliance with MSF policies and Lebanese labor law
- Administer monthly payroll for staff across multiple project locations, ensuring accuracy and timeliness
- Prepare end-of-service settlements and contract termination documentation
- Coordinate recruitment processes, including CV screening, testing, and interviews
- Support onboarding and induction of new staff in line with MSF procedures
- Maintain HR databases, trackers, and personnel files (hard and soft copies)
- Contribute to HR reporting and support preparation of monthly HR reports
- Manage insurance processes, including enrollments, deletions, and employee follow-up
- Monitor contracts (consultants, rentals, service agreements) and ensure timely renewals
- Act as focal point for HR-related inquiries from national and international staff
- Support organization of trainings and HR activities
- Prepare monthly orders as rechargeable pins, stationery, hygiene, and office break.

Human Resources Intern – Makhzoumi Foundation Beirut, Lebanon

Apr. 2022 – June. 2022

- Support recruitment processes including job posting, screening, and interview coordination
- Assist in onboarding activities for new hires
- Maintain HR records and ensure data accuracy
- Prepare job offers and communication with candidates

COMPETENCIES

- HR Administration & Compliance
- Payroll & NSSF Management
- Recruitment & Selection
- Training & Induction Coordination
- Performance Management Support
- HR Reporting & Data Management
- Lebanese Labor Law
- HRIS & MS Office
- Independent working style
- High intrinsic motivation
- Proactive working style
- Detail oriented

LANGUAGES

Arabic
 English

IT-SKILLS

Excel
 Word
 PowerPoint

INTERESTS

- Reading
- Painting
- Photography
- Travelling

**Data Entry Operator & Education Coordinator Assistant – American Near East Refugee Aid
Bekaa, Lebanon**

Jun. 2021 – Mar. 2022

- Collect, manage, and update program data in Apricot system
- Coordinate with partners to ensure timely submission of reports and documentation
- Conduct beneficiary interviews and follow-up calls
- Support monitoring and reporting of education programs
- Prepare documentation for payment processes

Data entry and HR daily worker - at Doctors without Borders “MSF-OCG”

Baalback, Bekaa, Lebanon

Jun. 2016 – Sep. 2016

- Data entry: Job descriptions, evaluations, disciplinary measures and other HR information.
- Support HR Assistant in any requested task.

EDUCATION

Ongoing	Master’s degree in Human Resources – Lebanese International University
2025	The HR Apprenticeship Program Training (CPD Certified).
2022	Human Resources Course – Makhzoumi Foundation.
2016 – 2019	Bachelors of Science and Arts in Interior Design – Lebanese International University (Dean’s honor list, GPA 3.76).
2016	Lebanese Baccalaureate in socioeconomics

REFERENCES

Available upon request