

Bilal Ghraizi

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Professional Summary

Dynamic and results-oriented Human Resources and Administration Specialist with over 10 years of experience supporting programs in the international development and private sectors with proven expertise in recruitment, HR policy design, compliance, payroll, financial planning, administrative operations, logistics, procurement, and a strong track record in streamlining processes, enhancing employee engagement, and maintaining efficient HR infrastructure.

Core Competencies

- Strategic HR Management & Planning
- Talent Acquisition & Retention
- Organizational Learning & Development
- Performance & Policy Management
- Office Management, Procurement & Compliance
- Payroll, Leave & Benefits Administration
- Inventory, Asset & Budget Tracking
- Microsoft Office Suite | Fluent in English & Arabic

Professional Experience

DAI Global LLC – Lebanon Branch

Office Administration Manager/ HR Specialist

Jan 2021 – Jul 2025 — USAID Lebanon Trade and Investment Facilitation (TIF) Project

- Managed end-to-end HR operations for 100+ staff using ATS, ensured USAID/DAI compliance, accurate candidate tracking, and timely recruitment reporting.
- Developed and executed HR strategies that support business expansion, workforce stability, and operational excellence.
- Advised senior leadership on human capital issues, including succession planning, organizational structure, talent pipelines, and HR KPIs.
- Led budget forecasting for a USD 70M project, ensuring accurate cost estimation, effective asset and inventory tracking, and delivered monthly variance reports to HQ and the donor agency.
- Maintained HR reports and metrics, policies, job descriptions, org charts, databases, personnel files, and documentation by coordinating with project leadership and regional offices in Washington, D.C. and Bethesda, MD.
- Implemented ATS processes and candidate pipelines and achieved faster shortlisting and monthly recruitment dashboards for leadership.
- Organized, scheduled, coordinated, and delivered internal capacity-building programs, including DAI Ethics Training, PSEA, cybersecurity awareness, and other compliance-driven training courses to strengthen staff performance.
- Managed payroll, leave tracking, and monthly reporting with zero audit issues.
- Led employee performance evaluations, promotions, and exit processes.

- Provided strategic vision, leadership and overall responsibility for field office development, implementation and management.
- Led the Administration Department, overseeing administrative officers, drivers, logistics, and IT functions, ensuring efficient operations, and project support.
- Administered employee insurance programs, including health and workmen's compensation, ensuring alignment with local requirements.
- Coordinated with the finance department and external auditors to handle social security, tax filings, and employee registrations.
- Managed end-to-end procurement process from requisition to vendor selection, including tender preparation, and bid evaluation.
- Ensured coordination and harmonization of workplans across field office teams and support functions (finance, operations, HR, IT, logistics, technical).
- Represented DAI – TIF in relevant coordination mechanisms, forums and working groups, while simultaneously building and managing strategic partnerships.

VANTAGE Drilling International- Oil & Gas – Beirut, Lebanon

International Crew HR Coordinator

Jan 2020 – Dec 2020 — Block 4 Beirut Drilling Campaign

- Handled HR administration for 160+ multinational crew, ensuring compliance with legal, insurance, and safety standards.
- Created, reviewed, and amended local HR policies and processes to ensure they are compliant with local regulations and meet organizational needs.
- Partnered with HO to understand workforce needs and design tailored recruitment strategies and implement improvements when needed.
- Managed employee documentation and records in accordance with privacy laws, organization standards and securely managed in the HR System.
- Coordinated crew rotations, medical clearances, and emergency evacuations.
- Managed payroll and attendance for offshore and onshore teams.
- Ensure all employee-related policies and procedures adhere strictly to local labor laws and standards of fair treatment, promoting a compliant and ethical workplace environment.
- Created and managed onboarding and orientation programs for multinational hires, producing translated guides and training content to support seamless integration, knowledge transfer, and adherence to company procedures.
- Ensured programmatic minimum standards, donor rules, and HO policies (gender, diversity, safeguarding, Do No Harm) are closely adhered to.
- Oversaw procurement operations, including vendor evaluation, negotiation, preparing bid metrics and purchase orders to meet project timelines and budgets.
- Liaised with Country Manager and HO on staffing, events, workshops and compliance.
- Streamlined document handling and digitized HR files for operational efficiency.
- Managed Country Manager and Office agenda, facilities, diaries and calendars.

World Media Management – Beirut, Lebanon

HR & Administration Specialist

Jun 2014 – Dec 2019

- Managed all internal HR-related matters for the business portfolio.
- Led HR operations across departments, managing recruitment for events roles across production, creative, operations, logistics and technical.
- Drafted and issued employment offers, agreements, contracts, and staffing movement documentation, and implemented company HR policies, FOM, and job descriptions.
- Partnered with the senior leadership to ensure HR strategies and initiatives are aligned with the organization's long-term objectives.
- Managed local employee development plans, talent, and performance management.
- Partnered in the areas of workforce planning and organizational design.
- Coordinated and facilitated ethics-related internal trainings, events, and workshops.
- Monitored probation periods and ensured timely evaluations and decisions.
- Managed the employee database and prepared general HR data reports.
- Led sourcing and procurement functions, maintaining vendor performance standards and optimizing procurement workflows for improved service delivery, administrative logistics, and oversaw office communication, executive support, and legal documentation.

Bankers Assurance SAL – Beirut, Lebanon

Human Resources Administrative Specialist

Jun 2013 – May 2014

- Conducted in-depth interviews and assessed candidates' fit for both the role and company culture, updated and maintained all employment records both digital and physical including hiring, termination, promotions, and all types of leaves.
- Supported onboarding efforts to ensure new hires transition smoothly and integrated well into their teams and handled employees' day-to-day requests and inquiries in a timely and professional manner.
- Oversaw performance management through probation and periodic reviews, ensuring continuous development and talent retention.
- Collaborated with the Head of HR and upper management to support strategic initiatives and improve organizational HR processes.
- Assisted in planning, organizing, and executing employee social activities, events, and engagement initiatives.
- Coordinated all training logistics, including schedules, attendance, materials, and post-training documentation, and participated in job fairs and employer-branding activities.
- Optimized recruitment processes and tools to drive efficiency, consistency, and compliance.

Education

- Bachelor's Degree in Public Relations
Lebanese International University — 2010–2013

References

- Available upon request.