Resume

Hala Sadaka | halasadak@gmail.com | +96176731696 | Beirut, Lebanon | April 6, 2002

Profile

Motivated HR with experience in recruitment, administration and employee relations. Skilled in supporting HR operations, handling pressure well, and effectively expressing ideas. Seeking a fast-paced organization while developing HR expertise.

Education

Feb 2024- Jan 2026	Masters in Human Resources Management Lebanese International University, Beirut
Oct 2021- Jan 2024	Bachelor in Hospitality and Tourism Management Lebanese International University, Beirut
2020- 2021	Completed 1 year in NDU, Shouf (HR)

Employment

Human Resources Coordinator **Jan 2026- Mar 2026**

Lancaster Plaza, Suites, & Hotel

- Maintained and updated employee records (digital and physical)
- Prepared HR documents such as employment contracts and new hire guides
- Assisted in payroll processing and attendance tracking
- Supported the recruitment process (job postings, scheduling, screening, etc.)
- Ensured compliance with labor laws and company policies
- Maintained confidentiality of employee information
- Served as a point of contact for employee inquiries about HR policies and procedures
- Prepared and followed up NSSF documents

Human Resources Intern **Feb 2025- Aug 2025**

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- Screened and shortlisted candidates and conducted pre-screening interviews
- Managed employee files and ensured proper documentation
- Supported onboarding process and followed up on required documents
- Assisted in preparing employee certificates and HR letters
- Helped in the exit procedures and HR administrative tasks
- Assisted with attendance and reporting
- Prepared the ID badges
- Basic knowledge in NSSF

Human Resource Assistant **Jul 2024- Nov 2024**

Paramount Students

- Conducted CV screening and shortlisting
- Scheduled meetings and coordinated appointments
- Managed time sensitive HR tasks
- Coordinated between teams
- Prepared detailed team reports

Job Placement Officer **Aug 2024- Nov 2024**

Al Makassed Philanthropic and Islamic Association of Beirut
(Project with UNICEF and UNDP)

- Assigned meetings and appointments
- Prepared updated reports of youth and employers
- Conducted researches to identify employment opportunities
- Prepared agreements and managed documentation
- Coordinated between centers in Beirut and Bekaa
- Followed up with the youth
- Supported outreach activities

Human Resources Internship **Mar 2024- Apr 2024**

Monty Holding

- Conducted CV screening, shortlisting, and phone screening
- Posted job vacancies
- Prepared onboarding documents and employee's agreements
- Manage time and schedule interviews
- Maintained confidentiality of sensitive employee and HR information

Hostess, Concierge, and Receptionist **May 2023- Jul 2024**

InterContinental Phoenicia Hotel

- Managed guests check in and check out procedures
- Handled billing and account closures
- Assisted VIP arrivals and ensured high service standards
- Ensured confidentiality of guest information
- Supported attendance tracking (People 365 mobility)
- Gained organizational skills and positive discipline
- Multi-tasking
- Participated in operational meetings and problem solving

Trained as Housekeeping Supervisor **Aug 2023**

Arjaan by Rotana

- Ensured quality standards and attention to detail
- Assisted in operational management and supervision
- Ensured confidentiality of guest information

Skills

Human Resources Skills:

Recruitment
CV screening and interview scheduling
Payroll support
NSSF Processing
Employee record Management
HR Administration

Technical Skills:

Microsoft Office (Word, Excel, PowerPoint)
Opera System
People365 Mobility
SkyBayan System

Soft Skills:

Multitasking
Time management

Organizational skills Problem-Solving

Courses & Training

- Human Resources Course- BAU (Recruitment, Payroll, Labor Law)- 2026
- Human Resources Training- Ramak Group (HR Functions, L&D, Recruitment, Employee Relations Management, Problem Solving, CV Making, Labor Law)

Certificates

- Prevention of sexual exploitation and abuse (PSEA) – UNICEF
- Safeguarding essential- Humanitarian Leadership Academy
- Child Safeguarding Training - UNICEF.

Language

- Arabic: Native
- English: Fluent