

Lina F. Ayoub
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Professional Summary

Humanitarian professional successfully transitioned into Human Resources, currently serving as Assistant HR Director . Skilled in recruitment, candidate screening, interview coordination, onboarding, HR administration, compliance, attendance and leave management. Holds an MBA in Human Resources Management and a diploma in nonprofit organization management, and is currently pursuing CPD certification to further develop HR knowledge.

Relevant Experience

AlfaInterfood S.A.L – Assistant HR Director

Beirut – Lebanon | Mar 2026 – Present

- Provide support to staff on HR-related matters as needed
- Manage HR activities in compliance with company procedures and local labor laws
- Schedule and conduct interviews and coordinate with candidates
- Maintain and regularly update personnel files for approximately 50 staff members
- Prepare job offers, official letters, and warning notices
- Support the onboarding of new hires, ensuring they are informed of the company's code of conduct, complete and sign all required documents, and submit necessary paperwork for their files
- Monitor staff attendance, generate reports, and submit them to management
- Follow up on staff punch-in and punch-out records and address any discrepancies
- Receive and review all types of leave requests, validate them, obtain necessary approvals from senior management, and ensure proper filing both electronically and physically
- Archive all leave records in both the internal system and physical files
- Update the organizational chart, internal phone extension list, and employee contact information records
- Assist the Finance and HR manager with payroll preparation by providing accurate attendance records and responding to inquiries regarding benefits.
- Follow up on and validate payments for daily workers

- Collect fuel receipts from drivers, enter data accurately, and cross-check with receipts provided by the fuel company

The Hague Institute for Innovation of Law (HiiL) – Sub Grants Coordinator

Remote | Nov 2024 – Aug 2025

- Developed and updated guidelines for sub-grants, including selection procedures and financial management.
- Monitored sub-grantee deliverables ensuring compliance with donor regulations.
- Managed administrative compliance and processed change requests.
- Provided timely, high-quality reporting to management and donors.

ACTED – Consortium Senior Partnership Officer

Beirut, Lebanon | May 2023 – Jun 2024

- Assisted in recruitment processes for grassroots officers.
- Maintained sub-grantee documentation, filing, and archiving.
- Prepared progress and compliance reports for partners and management.
- Acted as administrative and compliance focal point for project sub-partners.

Mercy Corps – Project Officer

Beirut, Lebanon | Jul 2021 – May 2023

- Screened CVs and shortlisted candidates for data collector vacancies.
- Participated in interview processes for recruitment of CARM assistants.
- Coordinated with service providers and managed recruitment logistics.
- Drafted SOPs, MoUs, factsheets, and bilingual reports.

Danish Refugee Council – Community Engagement Assistant

Bekaa, Lebanon | Aug 2020 – Nov 2020

- Facilitated trainings and workshops for community members and stakeholders.
- Prepared and submitted work plans and reports.
- Built relationships with local authorities and partner organizations.

Norwegian Refugee Council – Project Officer

Bekaa, Lebanon | Feb 2018 – Dec 2019

- Conducted interviews and induction for new team members.
- Monitored timesheets and leave schedules.
- Managed payments and financial documentation for staff.

- Supervised filing and documentation of over 3,000 legal assistance cases.
- Provided regular verbal and written reports on activities and results.

Norwegian Refugee Council – Project Assistant

Bekaa, Lebanon | Aug 2014 – Jan 2018

- Scheduled appointments and assisted beneficiaries via hotline.
 - Managed documentation and payment processing for legal staff.
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Education

- **MBA, Human Resources Management**
Lebanese International University | 2020 – 2022
Thesis: Impact of HR practices on employee well-being during COVID-19
 - **Bachelor of Business Administration, Business Management**
Lebanese International University | 2011 – 2015
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Diploma and Apprenticeship:

- **Diploma, Non-profit Organization Management**
Lebanese American University | 2022
 - **Apprenticeship HR program – CPD UK Certification**
Talenzia | In progress
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Skills & Trainings

- Recruitment & Competency-based Interviewing (Training, May 2018)
- Proficient with Microsoft Word, Excel
- Fluent in English and Arabic; Basic French