

- S a r a G . K a l l a s -

Lead Human Resources Consultant/ Manager and Recruiter

Ballouneh, Lebanon • M: +961 70 866 490 / +961 71 965 178 • sarakallas26@gmail.com • linkedin.com/in/sara-kallas-701a24238

- ▶ Accomplished Human Resources Manager and Consultant with over 10 years of progressive HR experience across diverse industries. Proven expertise in recruitment, employee relations, performance management, HR policy development, and payroll administration. Skilled in developing HR departments from the ground up, driving operational efficiency, and fostering inclusive, compliant, and high-performance workplaces. Adept at aligning HR strategy with business goals to support organizational growth and employee engagement.

PROFESSIONAL EXPERIENCE

Human Resources Consultant – All Industries (05/2025- Present)

- ▶ Leading organizational development initiatives to improve structure, efficiency, and employee performance
- ▶ Conducting organizational assessments and diagnosing workforce challenges using data-driven methods
- ▶ Designing and implementing HR strategies aligned with business goals
- ▶ Developing and updating policies, procedures, and HR frameworks
- ▶ Facilitating change management programs, including restructuring and culture transformation initiatives
- ▶ Delivering training programs and workshops on leadership, performance management, and team effectiveness
- ▶ Supporting talent management processes, including recruitment, succession planning, and performance appraisal systems
- ▶ Advising senior leadership on HR best practices, employee engagement, and organizational effectiveness
- ▶ Implementing competency frameworks and career development pathways
- ▶ Analyzing HR metrics and preparing reports to guide strategic decision-making
- ▶ Mediating employee relations issues and promoting a positive workplace culture
- ▶ Collaborating cross-functionally to align HR initiatives with operational needs

Recruitment Manager • Freelance Basis, TREX, Beirut, Lebanon (12/2024 – Present)

- ▶ Overseeing and engaging in the recruitment process in favor of clients, conducting interviews, and sharing resulting feedback with clients.

Mystery Shopper • Freelance Basis, TREX, Beirut, Lebanon (12/2024 – Present)

- ▶ Visiting locations where recruited individuals are employed to assess their performance based upon specific criteria.

Senior Human Resources Specialist • Full-Time Employee, VIP Parking Control SAL and Vespeed SAL, Beirut, Lebanon

(09/2023 – March 2025)

- ▶ Oversaw and engaged in all the steps of the recruitment process, assisting with onboarding and orientation activities, and engaging in the Probation Period Evaluation for newly recruited employees as well as performance appraisals and exit interviews;
- ▶ Drafted job descriptions, specialized reports, correspondence documents, and communication documents, as needed;
- ▶ Maintained employee files and HR databases, ensuring accuracy and compliance with applicable laws and regulations;
- ▶ Administered all NSSF related issues and employee benefit programs, including health insurance, vacation, and leave policies;

- ▶ Supported the drafting, development, and implementation of HR policies, procedures, and staff training programs;
- ▶ Handled employee relations for on-site operations staff and internal employees, including conflict resolution, disciplinary actions, and grievances; and
- ▶ Prepared monthly payrolls in a timely and accurate manner.

Human Resources Specialist • Limited Contract-Based Position, CUTIS SAL and Dr. Costi House of Beauty, Beirut, Lebanon

(03/2023 – 08/2023)

- ▶ Assisted with the establishment of the Human Resources Department, including the drafting and development of HR policies and procedures, recruitment procedures, HR manuals and job descriptions, and training material.

Human Resources Specialist • Collège Notre-Dame de Louaizé, Zouk Mosbeh, Lebanon

(01/2015 – 03/2023)

- ▶ Completed budgeting, payroll, recruitment, and governmental procedures on behalf of the school; and
- ▶ Drafted e-mails, edited, and proofread letters, legal documents, reports, and newsletters, among others, before rendering them in their final form.

Account Executive • International Fashion Designer Nicolas Jebran, Ashrafieh, Lebanon

(10/2014 – 01/2015)

- ▶ Assumed daily office-related tasks and administrative tasks.

Client Service Agent and Copywriter • PropPiece, Ballouneh, Lebanon

(05/2013 – 09/2013)

- ▶ Assumed the role of a client service agent and assisted in the content creation of websites and social media pages.

Insurance Intern • Libano-Suisse Insurance Company, Jounieh, Lebanon

(07/2011 – 09/2011)

- ▶ Assisted in filing and preparing insurance papers related to accident cases, preparing the relevant documentation, and executing related accounting procedures.

EDUCATION

Lead Human Resources Consultant • Center for International Qualifications in Human Resources – Ottawa, Canada

(05/2025-09/2025)

Certificate in Essentials of Disability and Inclusive Recruitment • Proabled Academy, Beirut, Lebanon

(08/2024)

Public Speaking Workshops • Besst Group, Beirut Lebanon

(02/2024)

Diploma in Human Resources Management • Notre Dame University Louaize – NDU, Zouk Mosbeh, Lebanon

(01/2023 - Present)

Certificate in Workforce Planning and Recruitment • LEAP SARL, Beirut, Lebanon

(10/2018)

IAA Diploma in Marketing Communications • International Advertising Association in collaboration with Notre Dame University - Louaize - NDU, Faculty of Humanities, Zouk Mosbeh, Lebanon

(01/2015)

Bachelor of Arts – Advertising and Marketing • Notre Dame University - Louaize - NDU, Faculty of Humanities, Zouk Mosbeh, Lebanon

(10/2010 – 07/2014)

LANGUAGE COMPETENCIES

1. Arabic: Native Proficiency
 2. English: Bilingual Proficiency
 3. French: Professional Working Proficiency
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COMPUTER LITERACY

Microsoft Office: Odoo CRM, IDS system, Excel; Word; Power Point; Bamboo HR.