

Patrick Moubarak

Bdadoun, Lebanon | p.p.moubarak@gmail.com | +961 71 137 422 | LinkedIn

HR professional with 4+ years of experience in HR operations, recruitment, and employee lifecycle management, skilled in onboarding, HR administration, payroll coordination, and employee engagement. Experienced in talent acquisition, performance management, and training initiatives, with a strong ability to maintain accurate HR records, ensure labor law compliance, and foster a positive workplace culture. Proactive, detail-oriented, and committed to enhancing the employee experience in fast-paced environments.

Professional Experience

Recruiter - Freelance – Lebanon | Dec 2025 – Present

- Supported recruitment, onboarding, and employee relations activities
- Assisted in performance follow-ups, training coordination, and development initiatives
- Ensured compliance with HR policies and local labor regulations
- Delivered end-to-end recruitment services for multiple roles across different industries
- Sourced and engaged candidates through LinkedIn and job platforms using targeted search strategies
- Conducted screening calls and competency-based interviews to assess candidate fit
- Partnered with clients to understand hiring needs and provide tailored candidate shortlists
- Coordinated interview processes and ensured smooth follow-up through offer stage
- Built and maintained a pipeline of qualified candidates for current and future hiring needs

HR Generalist - Farhat Bakery Equipment – Kfarchima, Lebanon | Sep 2025 – Nov 2025

- Supported recruitment, onboarding, and employee relations activities
- Assisted in performance follow-ups, training coordination, and development initiatives
- Ensured compliance with HR policies and local labor regulations

HR Generalist - MultiLane – Houmal, Lebanon | May 2022 – Aug 2025

- **Managed the full employee lifecycle**, including recruitment, onboarding, offboarding, contract administration, and HR documentation
- Introduced and implemented an **enhanced recruitment strategy**, identifying effective sourcing channels and promoting **internal mobility and succession planning**
- Coordinated end-to-end recruitment processes, contributing to a 70% increase in the company's workforce, including candidate sourcing, screening, interviewing, and selection
- Developed and updated **job descriptions** for new and evolving roles to ensure alignment with organizational needs
- Organized and supported **employee well-being initiatives and internal events**, fostering engagement and a positive workplace culture
- Collaborated with the Marketing team to enhance employer branding through social media campaigns, recruitment posts, and internal communication initiatives
- Maintained **accurate and up-to-date HR records** and ensured compliance with labor laws and company policies
- Monitored attendance, leaves, vacations, and prepared payroll inputs with precision to support timely salary processing
- Acted as the **primary point of contact** for employee inquiries related to HR policies, benefits, and procedures, ensuring timely and professional support
- Supported **performance management** through documentation, follow-ups, and manager coordination
- Assisted in the **planning and coordination of training and development programs**, contributing to employee growth and organizational capability building
- Collaborated with managers on employee relations, conflict resolution, and team development
- Developed and implemented employee well-being initiatives focused on mental health, contributing to increased employee satisfaction and productivity

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Support Facilitator - Notre Dame Physiotherapy Center – Hadat, Lebanon | Sep 2015 – Oct 2016

- **Offered emotional support** to patients undergoing physiotherapy
- **Helped individuals** express their concerns and cope with recovery challenges

Special Education Assistant - Collège de la Sagesse (Section Saint Jean Brasilia) – Baabda, Lebanon | Sep 2014 – Jun 2015

- Provided **individualized academic and behavioral support** to students with learning difficulties
- **Collaborated with teachers and parents** to monitor student progress and implement effective learning strategies

Core Competencies

- HR Operations & Administration
- Recruitment & Onboarding
- Employee Lifecycle Management
- Attendance, Leave & Payroll Coordination
- Employee Engagement & Training Coordination
- Performance Management Support
- HR Documentation & Labor Law Compliance
- HRIS (Basic)
- Conflict Resolution & Employee Relations

Education

Bachelor's degree in theology

Holy Spirit University of Kaslik (USEK)

Certifications

- Specialized Accompaniment for People with Disabilities – Anta Akhi, Lebanon
- Adult Psychology, Personality Disorders & Human Virtues – SPM Maronite
- Leadership and Animation Techniques – 4 Life Group
- Mental Health Training – Deir El-Salib
- First Aid – Lebanese Red Cross

Additional Information

- Strong ability to handle **confidential information** professionally
- Highly **organized**, detail-oriented, and proactive
- Skilled in **recruitment, talent acquisition, and employee engagement**
- Experienced in fast-paced work environments
- Actively engaged in **continuous learning** through seminars and workshops

Languages

- English (Professional)
- French (Professional)
- Arabic (Native)