

Lara AlAssi

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Professional Profile

HR and operations professional with experience in recruitment, onboarding, employee relations, payroll coordination, talent management, and cross-functional administrative support. Strong background in stakeholder communication, organizational coordination, reporting, and process management gained across HR, finance, and project environments. Recognized for professionalism, attention to detail, adaptability, and ability to support both employees and management in fast-paced organizations.

Professional Experience

Accounting & Administrative Officer

Synergy Consulting Engineers – Beirut, Lebanon

July 2025 – Apr 2026

- Handle administrative and operational coordination across departments.
- Support payroll-related documentation, payments, and reporting processes.
- Prepare financial reports and project budgets with high accuracy.
- Coordinate with consultants and external stakeholders regarding invoices and payments.
- Maintain organized records and ensure compliance with internal procedures.

Project Management Assistant

Concept Realisation – Beirut, Lebanon

Sep 2022 – Apr 2025

- Coordinated communication between internal teams, vendors, and clients to ensure smooth project execution.
- Supported employee and stakeholder coordination in a fast-paced operational environment.
- Assisted in procurement, vendor negotiations, and contract administration.
- Prepared reports, maintained trackers, and monitored project timelines and deliverables.
- Supported onboarding and coordination activities for project teams when required.
- Contributed to business proposals, administrative processes, and operational planning.

Human Resource Generalist

Goodies – Beirut, Lebanon

Nov 2020 – Apr 2022

- Managed end-to-end recruitment processes including job postings, CV screening, interview coordination, and candidate communication.
- Supported onboarding processes and employee orientation.
- Assisted in payroll coordination and benefits administration.
- Handled employee relations matters and supported a positive workplace culture.
- Maintained employee records and HR documentation with confidentiality and accuracy.
- Coordinated with management regarding staffing and operational HR needs.

Financial Accountant

More Capital – Beirut, Lebanon

Dec 2016 – Nov 2017

- Maintained accurate financial records and reporting processes.
- Coordinated with suppliers and external stakeholders regarding contracts and payments.
- Supported management with budgeting and reporting activities.
- Implemented a new accounting system (Dolphin), improving operational efficiency and coordination.
- Demonstrated strong attention to detail, organization, and compliance.

Talent Management Specialist

Bankmed – Beirut, Lebanon

Jan 2015 – Nov 2015

- Supported talent acquisition and recruitment activities.
- Assisted in performance management and employee development initiatives.
- Coordinated interviews and candidate follow-up processes.
- Contributed to HR administrative support and reporting.

Finance Assistant

Solidere – Beirut, Lebanon

Nov 2009 – Feb 2012

- Prepared budgeting forecasts and financial reports.
- Coordinated with banks and internal teams regarding financial operations.
- Maintained accurate records and reconciliations.
- Supported operational and administrative processes within the finance department.

Education

American University of Beirut (AUB)

Dual Degree: B.B.A Business Administration & BSc Chemistry

Graduated January 2014

GPA: 3.5 – With Distinction

Core Skills

- Recruitment & Talent Acquisition
- Employee Relations
- Onboarding & HR Administration
- Payroll & Benefits Coordination
- Talent Management Support
- Stakeholder & Team Coordination
- Administrative Operations
- Reporting & Organizational Skills
- Advanced Excel & MS Office
- ERP & Accounting Systems (Dolphin)
- Strong Communication & Problem-Solving Skills

Languages

- Arabic: Native
- English: Proficient