

ANTONELLA SEMAAN

Human Resources



+961 70450761



[LinkedIn](#)



antonella.semaan@outlook.com



Awkar, Lebanon

FIELDS

- Technology & Engineering
- Advertising & Digital Marketing
- Entertainment & Events
- Design
- Retail

Trainings and Certifications

- Generative AI in HR for policies and procedures - LinkedIn
- HR Payroll - LinkedIn
- Strategic workforce planning - LinkedIn
- Instructional Designer for e-learning - John Hinchliffe Masterclass
- Train the Trainer - Azadea

Trainings done and given

- Active Listening and communication - Azadea
- Emotional Intelligence and body language - Azadea
- Leadership and Team Coaching - Azadea
- Customer Centricity - Azadea
- Whistleblower Protection And Reporting - Azadea
- Time Management & Productivity Program - Azadea
- Conflict Management Training - Azadea

Competencies

- Talent Acquisition
- Employee Relations
- Performance Management
- Onboarding & Offboarding
- HR Policies & Compliance
- Training & Development
- HRIS
- International Recruiting
- Conflict Resolution
- Succession Planning

Projects

- Job Me Up - Recruiter
- Besst Group - Recruiter and L&D
- ULF - L&D
- Lebanon Tourific - L&D
- Kristies Lab - HR Restructuring

EDUCATION

BA BUSINESS ADMINISTRATION
LEBANESE FRENCH UNIVERSITY
September 2017 – March 2021
Accredited by FIBAA since 2019

Authored a full-scale study, "The Impact of the COVID-19 Pandemic on the Labor Market," as my final year project.

LANGUAGE

- Arabic - Native
- English - Fluent
- French - Intermediate
- German - Beginner

WORK EXPERIENCE

Azkatech – Al Hadath, Lebanon

FEB 2026 – Present

HR and Talent Development

- **Led international recruitment:** Hired across Egypt, UAE, KSA, Lebanon, India, Europe, and Africa.
- **Developed talent programs:** Designed trainings and implemented employee growth paths.
- **Strengthened employee relations:** Built engagement and a positive work environment.
- **Supported retention:** Built and started implementing employee retention plans.

Zati Association for Autism – Beirut, Lebanon

May 2024 – Present

HR Consultant

- **Recruited:** Led diverse recruiting projects in multicultural environments and designed the onboarding program.
- **Developed HR frameworks:** Designed and implemented HR structures aligned with NGO standards.
- **Built staff capacity:** Managed onboarding, performance, and training for autism-related programs.
- **Supported strategic growth:** Contributed to HR reports aligned with partner expectations.

Clever Circuits GmbH – Frankfurt, Germany

Aug 2021 – Oct 2025

HR Officer – DC Electronics Hub, India

Feb 2024 – Oct 2025

- **Set up HR operations:** Established the company's HR presence in the Indian market, ensuring alignment with local labor practices and regional expectations.
- **Built and onboarded the team:** Recruited the workforce and created the HR frameworks.
- **Managed HR coordination:** Handled cross-border communication, documentation, and partnerships to support the company's international expansion.

HR Assistant – Clever Systems, Lebanon

Sep 2021 – Oct 2025

- **Led full-cycle recruitment:** Managed hiring for Clever Systems and Clever Circuits in a multinational environment, ensuring talent fit with company culture.
- **Developed HR policies & communication:** Created internal policies and communication frameworks that strengthened culture and organizational identity.
- **Implemented performance systems:** Designed and rolled out a structured employee performance review process.
- **Handled HR administration:** Managed employee records and monitored leave balances.
- **Delivered training & coaching:** Designed tailored training programs and conducted one-on-one coaching to support employee development and upskilling.

Azadea – Beirut, Lebanon

Sep 2017 – Aug 2021

Store Manager

- **Led and coached the store team,** ensuring high service standards, resolving issues on the floor, and maintaining smooth daily operations.
- **Monitored performance and KPIs,** conducted assessments, and delivered or assigned targeted trainings to improve skills and productivity.
- **Collaborated with HR** by supporting talent acquisition, participating in interviews, and onboarding and training new employees.

TOOLS

HR and L&D

- Odoo (HRIS)
- LinkedIn Recruiter & Recruiter Lite.
- Daleel Madani
- Zoho
- I spring
- Articulate

Project Management

- Trello
- OpenProject
- Tuleap
- Draw.io (process mapping)

CRM & Business Tools

- HubSpot (CRM & automated mailing system)
- Crunchbase (B2B prospect & market research)
- Google Forms
- Office 365 Suite

Web & Media

- WordPress
- Canva
- CapCut Pro
- DaVinci Resolve
- Blender