

Fatima H. Hadla

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EDUCATION

Lebanese American University, Beirut, Lebanon

Masters of Sciences in Human Resource Management

Aug. 2018 – Jan. 2021

Bachelor of Science in Management Information System

Aug. 2005 – May. 2009

Research & Thesis

Master's Thesis

Lebanese American University, Beirut, Lebanon

“The Mediating Effect of Work Engagement on the Relationship Between Career Adaptability and Organizational Citizenship Behavior (OCB)”

- Conducted empirical research utilizing SPSS for data analysis.
- Developed and implemented research design, collected survey data, performed statistical analysis including mediation models.
- Identified actionable insights relevant to HRM practices and employee development.

WORK EXPERIENCE

Nov. 2025 – Present

Acksession, Beirut, Lebanon

Position: HR Manager/Business Administrator (Remote)

- Develop and draft the company's Employee Handbook, ensuring full compliance with Lebanese labor law and alignment with internal policies.
- Lead end-to-end recruitment process for multiple open positions, from posting jobs/headhunting to sourcing and screening.
- Conduct regular meetings with a team of 86 employees to foster communication, address concerns, and gather feedback to enhance employee engagement and satisfaction.

Jan. 2024 – Oct. 2025

Lebanese American University, Beirut, Lebanon

Position: Lead Program Coordinator

- Supervise teams to ensure a cohesive approach to outreach and leadership development, thereby maximizing program impact.
- Prepare reports that provide valuable insights, identify trends, and make actionable recommendations for program improvement.
- Appointed by LAU as staff chaperone and advisor to accompany and supervise students participating in the Harvard World Model United Nations (HWMUN).

Jan. 2023 – Feb. 2024

HIRED -Freelance, Beirut, Lebanon

Position: Recruitment Specialist (Remote)

- Source, screen, select, and recommend for hiring for various positions
- Headhunt for non-tech positions

Dec. 2022 – Jan. 2024

TechLab FZE –Freelance, Beirut, Lebanon

Position: External Recruiter (Remote)

- Head Hunting for various Tech positions for both Lebanon and Cyprus

May 2022 – Dec. 2022

Silverlight Research Ltd., UK

Position: HR/Sales – Talent Acquisition (UK) (Remote)

- Managed end-to-end recruitment: drafting job posts, sourcing, screening, interviewing, and recommending candidates.
- Coordinated with hiring managers to define requirements and ensure timely placements.
- Facilitated smooth hiring processes including contract follow-up and onboarding support.

June. 2021 – Jan. 2022

Borderless NGO, Beirut, Lebanon

Position: Human Resource Volunteer

- Drafted and revised HR policies and job descriptions.
- Contributed to the recruitment process, from reviewing applications to updating HR frameworks.
- Assisted in developing a competency framework and KPI structure.

September 2019 - September 2020

MedArt, Beirut, Beirut, Lebanon

Position: Human Resource Coordinator (part-time)

- Post Vacancy announcement, screen CVs, shortlist candidates, schedule job interviews and conduct first interviews with hiring managers.
- Handle HR induction of new staff, administer salaries and work out leave entitlements
- Maintain and update personnel records, and payroll records and amendments list to support payroll preparation.
- Report any staff complaints to higher management when necessary

June 2019 – August 2019

MBC Food S.A.R.L, Beirut, Lebanon

Position: Human Resource Internship

- Prepare Job Descriptions for MBC's staff

Jan. 2021 – Dec. 2023

Position: Outreach & Leadership Coordinator (Part-time)

- Plan, coordinate, and monitor Community Service Projects according to USAID grant rules and regulations.
- Ensure the effective allocation of CSP budget as per ADS list. Plan budget and track expenses.
- Coordinate and follow-up with program staff to ensure the achievement of students' CSPs in a timely manner.
- Create and maintain comprehensive project documentation, plans, evaluations, and reports

Jan. 2019 – Dec. 2020

Position: Academic Facilitator- Graduate Student Employment

- Assess USP VII – Cycle III Students Academic standing – weekly basis
- Report low academic performance of students, Identify Red flag students
- Audit students' graduation plans, Update USP Graduate Employment list, and manage OCE LinkedIn profile

March 2016 - July 2018

University Preparatory Program - American University of Beirut, Lebanon

Position: Administrative Assistant

- Handle Instructors contracts and workload
- Issue Oracle Requisitions, expense reports, and Manage Petty-Cash
- Develop classes schedules, student registration tables, office scheduling and event calendars

Oct. 2016 - Mar. 2018

WFP in Collaboration with AUB - American University of Beirut, Lebanon

Position: Administrative Assistant

- Serve as Liaison between both campuses AUB Beirut & AREC
- Recruit new instructors as needed for new cycles, and handle Instructors contracts
- Issue Oracle Requisitions, and Formulate surveys to assess courses and Instructors, evaluate surveys using SPSS

Jul. 2010 - Nov. 2011

Saleh Trading EST., Beirut, Lebanon

Position: Accounting & Administrative Officer

- Administer salaries and work out leave entitlements
- Prepare stock control, cost of goods, balance Sheets, financial reports ...etc.
- Handle main cash of the company and auditing the incoming and outgoing payments

SKILLS

COMPUTER: Microsoft Office (Word, Excel, Power Point, Outlook), Oracle, SPSS, LinkedIn, Recruiter Lite, Manatal. Slack, Google Workspace.

LANGUAGES: Arabic and English

RESEARCH & ANALYSIS: SPSS, quantitative survey design, data analysis, literature review, mediation analysis, report writing

