

# Charbel Bou Abboud

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A dedicated and motivated professional with a strong interest in the field of Human Resources. Seeking an opportunity to apply my knowledge, skills, and enthusiasm to support and contribute to an organization's HR initiatives and contribute to the overall success of the team.

## EXPERIENCE

Jan 2025 - Present

### **Recruitment Officer, *International Rescue Committee (IRC)***

- Manage the full recruitment cycle for national vacancies.
- Coordinate with hiring managers to understand recruitment needs and define ideal candidate profiles.
- Source potential candidates through job boards, social media.
- Schedule interviews for candidates with hiring managers and technical interviewers.
- Extend job offers in compliance with legal and organizational standards.
- Conducted interviews and provided hiring recommendations using standardized evaluation criteria aligned with job descriptions.
- Maintain up-to-date requisitions and employee records within the ATS System (Workday).
- Provide a weekly report to the line manager on requisitions and updates to recruitment metrics.
- Offered guidance to hiring managers on best recruitment practices for national staff.
- Create a positive candidate experience throughout the recruitment process, maintaining regular updates on role status.

Feb 2023 - Jan 2025

### **HR Officer, *arcenciel***

- Handle all stages of the recruitment process, from job posting to onboarding.
- Conduct induction session for new hires, introducing them to the organization's principles.
- Assess recruitment needs for volunteers and interns, collaborating with universities to fulfill these requirements.
- Represent the organization in job fairs and networking events to promote the organization's mission and attract top talent.
- Develop a talent pipeline by proactively recording applications in the database for future hiring needs.
- Manage the ATS (Zoho Recruit) to optimize the recruitment process and ensure a well-organized applicant database.
- Assist with various HR functions and operations.

**Nov 2022 - Jan 2023**

**Junior HR Assistant, arcenciel**

- Ensure the relevant HR database is up to date, accurate and complies with legislation.
- Maintain proper documentation, filing, and archiving of recruitment files and folders.
- Assist with job postings, screening, initial interviews, and the selection process.
- Support the payroll process and assist with salary distribution.
- Support the line manager in addressing employee requests and concerns.
- Collect necessary documentation for NSSF enrollment.

**Aug 2021 - Dec 2021**

**HR Intern, arcenciel**

- Post vacancies on different careers websites.
- Screen and shortlist resume of applicants.
- Schedule interviews with shortlisted candidates.
- Manage the recruitment email inbox, ensuring responses are sent within 24 hours.
- Ensure timely signatures on HR-related documents.

## EDUCATION

**2019 - 2022**

**Bachelor's Degree in Business Management**

*Lebanese University, Faculty of Economic Science and Business*

## SKILLS

- Organizational skills.
- Recruitment and sourcing skills.
- Proficient in ATS recruitment system.
- MS Office (Excel, Power Point, Word).
- Languages: Arabic, and English
- Collaboration and communication skills.
- Team worker.
- HR administration and documentation.
- Interpersonal skills.
- Analytical skills.