**WAEL Y. ASAAD**

**⬥ 13 Apr 1986 ⬥ Lebanese ⬥ Beirut, Lebanon ⬥ +961 3 918 756 ⬥** [**wael-asaad@hotmail.com**](mailto:wael-asaad@hotmail.com) **⬥** [**LinkedIn Profile**](http://www.linkedin.com/in/waelasaad1) **⬥**

Highly motivated & dedicated ***HR Professional*** with huge experience in HR functions and recruitment since 2005.

Worked well with multicultural team and committed to maintain at high working performance environment.

**EDUCATION**

* 09/2009 - 06/2011 MBA - Master’s degree in Human Resources Management SAGESSE University (Lebanon)
* 09/2003 - 06/2007 BA - Bachelor’s degree in Business Administration SAGESSE University (Lebanon)

**CORE COMPETENCIES & SKILLS**

* Excellent written & Verbal communication skills
* Well-versed with MS office & computer skills
* Conflict Management & Problem Solving skills
* Strong follow-up / Multitasking’s & Reporting skills
* ***Well-versed with Labor Law & Regulations***
* Knowledge of core HR strategies and processes
* Interviewing, Screening & Selection Skills
* Coaching & Performance Appraisal
* HR Track, ERP(SAP), and ATS Software’s
* ***Trilingual (Arabic - English - French)***

**ACCOMPLISHMENTS**

* **Manage the entire recruitment process, develop and execute recruiting plans.**
* Performs job analysis, review existing Job Descriptions and develop new ones.
* Implement a diverse range of talent acquisition & candidate attraction strategies.
* Headhunting, executive search, job advertising and database scanning.
* Receiving and reviewing applications, screening, short listing, interviewing, and final selection.
* **Oversees all human resource management operations within the company.**
* Manage all offers and employment orientation packages for new joiners.
* Develop and manage training and induction programs, joining formalities, and disciplinary procedures.
* Manage staff handbooks and employee personal files.
* Manage payroll, compensation & Benefits, and other remunerations.
* **As a Recruitment consultant & Business Development : provide a vital link between clients and candidates**
* Using sales, business development, marketing techniques and networking in order to attract business from clients.
* Building relationship with clients in order to gain a better understanding of their recruitment needs.
* Conduct research for potential candidates on several platforms, and matching them with client’s requirements.
* Finalize the recruitment and hiring process including paper work and documentation.
* Negotiating pay and salary rates and finalizing arrangements between client and candidates;

***Experience in recruitment within the “GCC & MENA” region across varied and multiple industries***

**EMPLOYMENT**

* 03/2014 – 09/2016 Senior Recruitment Specialist/Consultant The-Recruiter-ME Dubai, UAE
* 01/2013 - 02/2014 Freelance Recruiter / Headhunter INDEPENDENT - CBT Dubai, UAE
* 01/2009 - 12/2012 Human Resources Generalist BEAM DEVELOPERS Beirut, Lebanon
* 02/2007 - 12/2007 Human Resources Recruiter CONGO DIAM Kinshasa, DRC
* 07/2006 - 01/2007 Human Resources Officer RAWA-CO Beirut, Lebanon
* 01/2005 - 06/2006 Recruitment Coordinator ASSACO Beirut, Lebanon