

## **Rashad Al Bitar**

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Contact information: 00961-3-672491

Nationality: Lebanese

Date of birth: July 06, 1988

A dependable and organized Human Resources professional with more than four years of experience in employer branding, recruitment and selection across different industries including banking and finance, education, FMCG, retail and distribution, manufacturing and many more. Further, having the ability to communicate effectively and efficiently and building relationships with employees and stakeholders across all levels of an organization.

### **WORK EXPERIENCE**

#### ***Webcor Group (3000 employees) – Senior Talent Acquisition Specialist***

***February 2018 – July 2020***

##### ***Lebanon***

Webcor is a group of companies, mainly operating in Angola, Africa with the support of offices in Lebanon, Switzerland and Dubai. These companies are considered local leaders in the industries they operate in, this includes FMCG soft commodities (private labels and international brands including Unilever brands), retail supermarkets (Intermarket), production (flour and vinegar), manufacturing (plastic materials), property management (real estate, leasing and facilities), etc.

- Perform Human Resources related duties primarily supporting talent acquisition initiatives across the group.
- Build strong working relationships with internal hiring managers and candidates.
- Deal with different recruitment agencies and executive search firms across the world, to support recruitment where required.
- Support the development of the employment brand.
- Serve as the expert point of contact for all recruitment related inquiries and keeps recruitment metrics.
- Participate in various career fairs and recruitment events for employer branding purpose.

#### ***Laureate Vocational Saudi Arabia (500 employees) – Senior HR and Recruitment Officer***

***November 2014 – January 2018***

##### ***Kingdom of Saudi Arabia***

Laureate's network of 60 campus-based and online universities in 15+ countries offers undergraduate and graduate degree programs to over one million students worldwide. It is the largest global network of degree-granting higher education institutions, and its students are part of a diverse, international community that spans the Americas, Europe, Africa, Asia and the Middle East.

- End to end recruitment process, including but not limited to job postings, screening, interviewing, assessment center, employment offers, etc.
- Building strong relationship with key stakeholders across the organization to draft and discuss job descriptions. Further, to have a full understanding of their recruitment requirements.
- Onboarding and induction for new joiners.
- Management of the recruitment reports, this includes recruitment tracking and progress, monthly and quarterly reports, etc.
- Exit interviews with resigned employees for retention purpose.

#### ***Byblos Bank (2500 employees) – Personal Banker***

***June 2010 – November 2014***

##### ***Lebanon***

Byblos Bank is a Lebanese bank established in 1963 and headquartered in Beirut, Lebanon. It is the country's third largest bank by assets, and operating more than 80 branches in Lebanon.

My first assignment with Byblos Bank was a Front Desk Teller, where I was responsible for the day-to-day transactions, cash operations, checks, tuition, bills, payments, outgoing and account transfers, banker checks, purchased checks, etc. In 2 years, I was promoted to assume the Personal Banker role where my responsibilities included the following:

- Sales and execution of different bank and insurance products, i.e. cards, personal and auto loans, housing loans, life insurance, education, retirement plans, etc.
- Day to day transactions, bills, interests, insurance payments, outgoing and account transfers, banker checks, purchased checks, etc.

- Assist the branch manager with budget issues, branch expenses, etc.
- Handling customer complaints and inquiries.

Prior to the above, I assumed different roles while completing my bachelor and afterwards. To name few companies, Alfa telecom, The Sultan Center, Hariri Canadian University, American University of Beirut Medical Center. These roles covered mostly administrative responsibilities, sales and customer service.

## **INTERNSHIPS**

PAC Duty Free – May 2009 – July 2009

Concepts International – June 2008 – September 2008

BBAC bank – May 2008 – June 2008

## **EDUCATION**

Masters in Human Resources Management – The University of Liverpool – November 2018

Project Management Diploma – Haigazian University – December 2012

Professional Human Resources Diploma – Haigazian University – March 2012

Bachelor of Business Administration, Management major – Hariri Canadian University – August 2009

## **MISCELLANEOUS PROGRAMS ATTENDED**

Sports Management Diploma – Champs & StepAhead Sports School – Year 2020

Industrial / Organizational Psychology – Walden University – Year 2017

Lebanese Financial Regulations Chartered Institute for Securities and Investment (ESA) – Year 2013

Effective Leader course-Haigazian University – Year 2013

Coaching course-Haigazian University – Year 2013

## **VOLUNTEER EXPERIENCE**

### ***Team Leader- Life Goal Event- June 2018***

- Led a team of volunteers in a CSR event supporting homeless people in Beirut, offering them moral support and food meals.

### ***Volunteer-University of Balamand- November 2014***

- Volunteered in The Health Promotion Program at the Faculty of Health Sciences in partnership with the Municipal Public Library of Geitawi- Assabil
- Assisted in the planning and coordination of the "Geitawi Garden Health Festival". The festival addressed themes of a healthy lifestyle for the elderly, women and children of the community.

### ***Volunteer- Shouf Biosphere Reserve- July 2012--July 2014***

- Volunteered in various activities and events for environment and nature awareness.

### ***Event Management Coordinator- Botmeh Club- June 2010-- June 2018***

- Coordinated and organized many sports and environmental activities and events such as the town's annual marathon and other sports tournaments.
- Provided help in town's social activities and awareness programs and contributed to the creation of a phone directory and a village guide and its distribution to the citizens for free.
- Acted as a Media Representative & Social Media Account Manager where I represented the club in Radio & Magazine Interviews and managed the club's social media account (post team news, activities & events, etc.).

References available upon request.