

# Ali Takach

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## Education:

**University of Jean Moulin Lyon 3, France**  
Doctorate of Business Administration (DBA)

Aug 2019 - June 2023

**Lebanese American University (LAU), Lebanon**  
Master of Science in Human Resources Management (MSHRM)

Aug 2017 - June 2019  
*with Honors*

**Lebanese American University (LAU), Lebanon**  
Bachelor of Science in Business Management (BS)

Aug 2013 - May 2017  
*with Distinction*

## Experience:

**Lebanese American University, Lebanon**

**Assistant Professor (Part-time)**

June 2024 - Present

- Teaching management courses to undergraduate students
- Developing course materials and lecture plans
- Providing guidance and support to students

**Bridge Talent Solution (B.T.S), UK - Lebanon**

**Founder and CEO (Full-time)**

August 2022 - Present

- Developing strategic HR plans across all seven HR functions for corporate clients and training their HR teams on effective execution
- Designing and implementing end-to-end recruitment strategies tailored to meet client needs across industries, covering job analysis to onboarding
- Building and maintaining strong talent pipelines for ongoing access to qualified candidates in critical roles
- Creating and delivering specialized training programs for C-level executives and corporate teams globally, tailored to diverse industry requirements
- Establishing internal corporate regulations within Policies and Procedures manuals, aligned with applicable labor laws
- Developing engagement and retention strategies based on employee satisfaction survey results and tailored solutions to improve retention rates
- Setting up performance management strategies and procedures tailored to each corporate client's industry, business requirements, and team

**Advanced Construction Technology Services (ACTS), Lebanon**

**Group Senior Human Resources Officer (Full-time)**

September 2022 - November 2023

- Managed recruitment, HR operations, and payroll across multiple international branches (KSA, Qatar, UAE, Kuwait, Oman, Mozambique, Rwanda)
- Developed a recruitment software system and Headhunted candidates for Lebanon, GCC, India, and Africa, and managed employee relocation and work visas
- implemented HR policies and employee handbook
- Conducted performance appraisals, liaising with training centers, and reducing turnover and work accidents

**Express Petroleum, Lebanon**

**Human Resources Manager (Full-time)**

November 2020 - August 2022

- Managed the employment process, including workforce planning, job descriptions/specifications, posting jobs, and determining talent sourcing methods
- Maintained a talent pool, implemented recruitment and selection procedures, and focused on acquiring, deploying, and retaining talent
- Coordinated HR events, meetings, and management-employee communications
- Prepared reports and wrote/distributed correspondence (emails, memos, letters, faxes)
- Maintained filing system and updated HR policies and recruitment procedures

**Khatib & Co. for General Trading, Lebanon****Human Resources Officer (Full-time)**

December 2017 - November 2020

- Managed personnel records (physical/digital), updated internal databases, and handled new hire information
- Created and distributed company policy guidelines, FAQ documents, and onboarding materials
- Collected payroll data, managed job ads, and scheduled interviews
- Prepared HR reports on key metrics and responded to employee benefits inquiries

**Synkers Application for Tutoring****Tutor (Part-timer)**

Aug 2015 - Sep 2021

- Provided tutoring for university students in courses like Organizational Behavior, Management, Project Management, Economics, and HR Development
- Organized student schedules to meet deadlines

**Training:**

- Summer Intern at Bank du Liban (BDL), Lebanon July 2018 - August 2018  
Attended departmental lectures and rotated through various BDL departments.
- HR Intern at KPMG, Lebanon June 2017 - August 2017  
Assisted in recruitment, onboarding, employee engagement, and responded to HR inquiries.
- HR Intern at Kempinski Hotel, Lebanon February 2016 - April 2016  
Supported payroll preparation, events organization, and used People 365 for HR tasks.

**Computer skills:**

- Office Suite: Microsoft Office (Word, Excel, PowerPoint)
- Data Analysis Tools: SPSS, PSPP, Google Sheets
- Collaboration Tools: Google Drive, Slack, Discord

**Languages:**

Fluent in English, Arabic, French, and beginner in Italian

**Hobbies:**

Table Tennis, Swimming, and Running