

SENIOR CONSULTANT - HUMAN RESOURCES / ORGANIZATIONAL DEVELOPMENT

# CAREER OBJECTIVE

Dedicated and accomplished Senior Consultant – Human Resources/ Organization Development with a proven track record of driving organizational excellence through strategic human resource initiatives. Leveraging a deep understanding of workforce development, talent management, and organizational dynamics, I am committed to partnering with clients to design and implement tailored HR solutions that optimize employee engagement, performance, and growth. Seeking to apply my expertise in facilitating transformational change, fostering a culture of learning, and enhancing workforce capabilities to drive client success and contribute to the advancement of HR practices.

# PERSONAL PROFILE

Nationality: Ukrainian / Lebanese Date of Birth: 16th December 1998

# GET IN CONTACT

Address Salwa, Hawalli Governorate, Kuwait Phone 00965 65576767 Email lindayassine@gmail.com LinkedIn www.linkedin.com/in/linda-yassine

# WORK EXPERIENCE

**Procapita Group** is a regional consulting firm that has been established with the objective to provide exceptional HR professional services to organizations in the private and public sectors.

**ZENITHR**, being **Procapita Group's** strategic alliance, is the next generation of HR Analytics that transforms organizational data to actionable results. **Thomas International**, a division of **ZENITHR**, is a global provider of psychometric assessment tools and services that help business recruit, retain, develop, and manage their people.

# Procopita SENIOR CONSULTANT - HUMAN RESOURCES ADVISORY | KUWAIT

## Procapita Group | Mar 2023 - Present

**Major Projects:** Industrial Bank of Kuwait, Soudah Development, Arzan Financial Group, Kuwait Real Estate Development Company, etc.

## HR Advisory Responsibilities:

- Lead and manage client engagements, providing strategic HR advisory services and solutions to address their business challenges and objectives.
- Conduct comprehensive HR assessments and audits to identify areas for improvement and develop tailored recommendations and action plans.
- Advise clients on a wide range of HR matters, including organizational development, performance management, leadership development plans, employee engagement, employee onboarding, etc.
- Develop and implement HR policies, procedures, and programs to ensure compliance with legal and regulatory requirements and alignment with industry best practices.
- Collaborate with cross-functional teams, including finance, legal, and IT, to integrate HR solutions with other business functions and drive holistic organizational change.

- Led sustainability initiatives, overseeing ESG reporting processes and ensuring compliance with global standards and regulations.
- Conducted materiality assessments to identify key environmental, social, and governance (ESG) issues impacting the organization and stakeholders.
- Developed and implemented ESG KPIs and measures to track performance and progress towards sustainability goals.
- Established robust reporting frameworks to communicate ESG performance and impacts to internal and external stakeholders.
- Stay abreast of emerging HR trends, technologies, and regulatory changes, and proactively share insights and thought leadership with clients and internal stakeholders.
- Mentor and coach junior consultants, providing guidance and support to develop their skills, knowledge, and professional growth.
- Cultivate and maintain strong client relationships, serving as a trusted advisor and thought partner to senior executives and HR leaders.

**Major Signed Proposals:** Kuwait Danish Dairy Company (KDD), Rawabi Holding Company (KSA), Almoosa Specialist Hospital (KSA), etc.

## Business Development Responsibilities:

- Conducting thorough research to identify emerging markets, growth opportunities, industry trends, potential customers, strategic partnerships, and new products or services.
- Incorporating these findings into the review and update of corporate profiles, team profiles, and the company website to enhance relevance and reflect current market dynamics.
- Developing technical and financial proposals by thoroughly understanding client needs.
- Responding effectively with detailed approaches, timelines, fee structures, team structures, and other pertinent details to meet client requirements and present compelling proposals.
- Creating client contracts that are tailored to the specific context of the company, the scope of deliverables, requested services, and other relevant factors.
- Ensuring that contracts accurately reflect the terms and conditions agreed upon with the client.
- Providing informative briefings to potential employees and partners by utilizing a solid understanding of the company's services.
- Preparing engagement letters for potential clients that accurately capture their needs and requirements. These letters outline deliverable approaches, fee structures, terms and conditions to provide a clear understanding of the proposed engagement.
- Collaborating with the financial team to manage client payments.
- Ensuring that payments are accurately tracked and liaising with the financial team to ensure timely completion of payments from clients.

#### Othomas Thomas International Responsibilities:

- Utilizes the Thomas Psychometric Assessments and Aptitude Tests to facilitate clients in identifying ideal candidates and contributing to the succession planning framework.
- Offers valuable insights into an individual's behavioral preferences and communication styles through the Personal Profile Analysis (PPA) Assessments. This assists clients in gaining a comprehensive understanding of candidates' behavior in work settings, stress responses, and self-perception.
- Leverages PPA assessment results to provide clients with a comparative analysis of candidates' behavior, gauging its alignment with job requirements or the role they are pursuing.
- Conducts evaluations using the High Potential Trait Indicator (HPTI) Assessment, predicting job success indicators and potential risks for derailment based on individual traits.
- Utilizes the General Intelligence Assessment (GIA) to gauge an individual's aptitude in key domains including Reasoning, Perceptual Speed, Number Speed & Accuracy, Word Meaning, and Spatial Visualization.

• Initiates lead generation and engages in cold calling efforts to connect with potential clients within the Middle East region. This outreach aims to establish new business relationships and expand the client base.

#### CONSULTANT - HUMAN RESOURCES ADVISORY | Kuwait

#### Procapita Group | Mar 2022 - Mar 2024

#### HR Advisory Responsibilities:

- Conducting comprehensive research to identify prevailing HR trends within organizations and comparing them to leading industry practices.
- Developing and designing diverse HR programs, including organization structures, job descriptions, grading and reward systems, personal development plans, policies, processes, and succession planning frameworks.
- Providing valuable solutions and expert advice in relation to the HR programs developed, ensuring alignment with clients' needs and industry best practices.
- Overseeing the seamless implementation and integration of HR programs within project teams and across various levels of management.
- Generating analytical reports and impactful presentations on HR programs, catering to clients' specific requirements and effectively communicating insights.
- Reviewing and enhancing existing systems and processes, proactively identifying areas for improvement and addressing challenges.
- Engaging with top management, stakeholders, and HR teams to gather critical information, analyze organizational issues, set goals, and determine precise requirements.
- Analyzing collected market data and transforming it into well-being research papers, contributing to the publication of annual reports by Procapita Group.

#### ASSOCIATE CONSULTANT - HUMAN RESOURCES ADVISORY | Kuwait

#### PROCAPITA | Dec 2020 - Mar 2022

#### Business Development Responsibilities:

- Development of proposals and presentations for clients to create new business opportunities and partnerships.
- Research of trends and customer products / services in accordance with proposal needs.
- Enhancement of corporate profiles, partnership opportunities, and presentations for the company and clients to ensure continuation and improvement of services.

#### ZENITHR Responsibilities:

- Laid the foundation for understanding the roots of employee engagement within the workplace.
- Explored and delved into the intricate factors that contribute to individual engagement.
- Developed the innovative IMPACT model, a cornerstone of the Employee Engagement product offered by ZENITHR. This model encompasses a comprehensive framework that fosters engagement among employees.
- Spearheaded the creation and copywriting of compelling website content and engaging social media publications.
- Conducted thorough research into publications focused on employee satisfaction.
- Explored strategies to retain and cultivate happiness among individuals in various workplace scenarios.
- Pioneered the creation of the 6Cs (Happiness) Model, an integral facet of the Employee Happiness product delivered by ZENITHR.

#### Thomas International Responsibilities:

- Provision of technical training to clients on the usage of Thomas International System.
- Consulting and assisting clients in psychometric assessments, system set-up, report generation, etc. as per clients' requests.
- Certified Personal Profile Analysis Practitioner.
- Development of Excel Sheets for clients to track candidate status based on assessment completion.

# VOLUNTEERING

### ENGAGENT AND PROFILE LEAD OF PSYCHOLOGICAL NOVEL (VOLUNTEERING)

#### Wattpad | Toronto, Canada Jun 2019 - Jun 2022

- Grew engagement on Psychological Novel since takeover in terms of followers, reads, votes, and comments.
- Carried out various activities and experiments in the community to see what engages the most in a positive manner to create consistency for participants.
- Advanced communication with profile families (Team Youngling and Team GenFic) and collaborated with contest prompts.
- Developed an organization system for profile Master Sheets in Reading List submissions.
- Managed three world wide book clubs, checked assignments every cycle, and operated the entire system to generate additional engagement.
- Created the Psychological Novel Reads Contest 2020 and Wattpad Contest 2019 and managed judges for the contest.

## **CONTENT AMBASSADOR (VOLUNTEERING)**

#### Wattpad | Toronto, Canada June 2015 - June 2018

- Managed book content under English, Russian, and Ukrainian languages.
- Advised users on Wattpad Content Guideliness to ensure all content published abides by the Canadian Law.
- Collaborated a Project with the training batch under the name "The Wanatics" featuring the user's journey on Wattpad.

#### SURGICAL AND CHILD CARE (VOLUNTEER) | KUWAIT

#### KACCH, Al Razi Hospital | January - April 2017

- Assisted in the Pediatrics Ward in Orthopedics.
- Helped children cope with stress due to hospitalization.
- Worked with specialized play techniques for children.
- Provided support and comfort post surgical procedures.

## EDUCATION

#### MASTER'S DEGREE IN HUMAN RESOURCES [IN PROGRESS]

Swiss Business School | October 2023 - October 2024

- Organizational Culture and Change
- Training and Development
- Leadership
- Performance Management
- Communication and Negation Skills

#### ADVANCE DIPLOMA IN STRATEGIC LEARNING AND DEVELOPMENT - CIPD LEVEL 7 [IN PROGRESS]

#### Chartered Institute of Personnel and Development | October 2023 - October 2025

- Designing Learning to Improve Performance
- Leadership and Management Development in Context
- Work and Working Lives in a Changing Business Environment
- Organizational Design and Development
- People Management and Development Strategies for Performance

#### **BACHELOR'S OF SCIENCE IN HUMAN RESOURCES**

#### American University of Science and Technology | 2018 - 2020

#### CGPA: 3.97/4.00

- Employee Training and Development
- Human Resource Management
- Leadership
- Organizational Behavior
- Reward and Compensation

## ACHIEVEMENTS AND ACTIVITIES

- McKinsey Forward Program
- Certified Personal Profile Analysis (PPA) Practitioner Thomas International
- Canadian Provincial Law: Customer Service Standard Training AODA by AccessForward (required by the Canadian Law)
- Canadian Provincial Law: General Requirements Training AODA by AccessForward (required by the Canadian Law)
- Canadian Provincial Law: Information and Communications Standard Training AODA by AccessForward (required by the Canadian Law)
- Introducing Corporate Finance Certification from CFI
- Reading Financial Statements Certification from CFI
- Accounting Fundamentals Certification from CFI
- Excel Crash Course Spreadsheet Formulas for Finance Certification from CFI
- IMA Middle East Case Study Competition Participant 2020
- TagMe Capstone Research presented as a virtual manufacturing company.
- Academic Proficiency in English
- International Computer Driver's License in Microsoft.
- Content Ambassador Certificate of Service
- Second Place Winner of a Wattpad Contest 2020 in the first category
- Honorable Mention for "A Taste of Sky" a short story entered for the one shot competition on Wattpad
- Founder of Project #iGotCancer

# SKILLS

- ESG Reporting
- Organization Structures
- Job Descriptions
- Grading and Reward Structures
- Performance Management Framework
- Policies and Processes
- Delegation of Authority Matrices
- Business Development
- Proposal Writing and Engagement Letters
- English: Proficient in Speaking, Writing, and Reading
- Russian: Native in Speaking, Writing, and Reading
- Arabic: Good Speaking and Beginner's Reading
- Microsoft Certified User: PowerPoint, Excel, Outlook, Word, etc.