

**Personal information:**

Name: RANIM A. BARADA
Date of Birth: 14/08/1989
Status: Single
Nationality: Lebanese
Telephone:

Lebanon: +9613029767
UAE: +971552000813
Email: ranimrb543@gmail.com

Objective:

A Professional Individual with 8 years of experience as Senior HR Officer, is looking to effectively handle various roles within Human resources or administration that will enhance my knowledge and provide me with versatile experience.

Experience:**July 2011-Present at SAAD Holding SAL**

Location: Beirut, Lebanon, Ashrafieh - Sioufi Tel: 00961 429 429 | 76 153 243

Jan 2016-present Senior Human Resources Officer (in charge of 85 Employees)*Job Description:*

- Developing, designing and Implementing HR Policies and HR Forms for the whole company.
- Developing the Employee Handbook.
- *Keeping record of all Staff Leave Balance, investigate causes for staff absences and assisting employees regarding leave applications.*
- *Monitoring attendance and providing monthly attendance report for the Line Managers.*
- *Producing the monthly HR Reports and various monthly statistical reports as required by the management: Attendance, Sick Leave Report, deductions and absenteeism etc...*
- Administer the staff medical insurance: enrolment, renewal, hospitalization coverage etc...
- Handling NSSF Tasks: Enrollment of new employees, Registration and Termination in NSSF, preparing Family Allowances etc...
- Ensuring the proper payroll record-keeping.
- *Conducting orientation sessions for new employees.*
- Creating and updating the Job Description in consultation with Head of Department.
- Maintaining and updating personal files for all staff and needed documents.
- Ensuring that all staff abide by company's policies.
- Preparing all types of employee's letters: Bank, Embassy, Salary, Recommendations etc...
- Being actively involved in recruitment process by preparing Job requirements, posting vacancies, set closing dates for interviews, sourcing, screening and shortlisting CVs,

making interviews up to senior level positions and organizing interviews for the higher level with the Line Managers and testing etc...

- Preparing and sending Job offers and Rejection/Acceptance Letters to the candidates, fill out the Interview Evaluation Form etc...
- Managing contracts with recruitment agencies: invoices, contracts, and meetings etc...
- Understanding and being in touch with employee's opinions and anticipate their needs and concerns.
- Coordinating with the company's lawyer for all legal issues.
- Responsible to organize HR events: Birthdays, fun hours, farewell etc...
- Maintaining confidential personnel records, HR databases and archives, to ensure data and files are accurately stored and updated in compliance with the established standards.
- Providing the management with the HR proposals and administrative support.

July 2011- December 2015 Accountant & BSP Billing Administrator

Job Description:

Prepare the bank daily entries, SOA, Transfer, Reconciliations, VMPD, VMCO. ADM, ACM, Refunds for the airlines, credit card authorization, payments vouchers, receipts, invoices, purchases, credit notes, UATP's.

Open supplier and customer account.

Close the BSP (IATA) with all the airlines each period

Adjust statements (Receivables, Payables, others...) Prepare

Prepare dispute Adms and manual refunds in BSPlink.

Assist in collection tasks.

BSP cross check on Travel Force system.

Sept.2008---July 2009 ASA HOME

Sales and Reception

Location: Beirut, Lebanon, Airport Street

Dec.2007-July 2008 ALDO ACCESSORIES-RETAIL GROUP

Sales and Cashier

Education:

2017- 2018 Graduated **Human Resources Management**

Haigazian University

Kantari Mexique Str. Tel/Fax: 01 349230

2014-2015 Undergraduate

Master of Business Administration (MBA)

Human Resources Management

Sagesse University

Forn Chebbak

01 291091 Fax: 01 294442

Uls@uls.edu.lb

2007 – 2011 Graduated

Business Administration

Finance & Banking Concentration

Beirut Arab University (B.A.U)

Tareek El jadideh P.O.B:11-5020

01 300110 Fax: 01818402

bau@bau.edu.lb

Workshops and Certificates:

March 30,2019

المؤسسات و تفتيش
الضمان الاجتماعي
Chambre of Commerce industry and agriculture

26,27,28 Oct .2018

Attending Annual 5 continent Alliance Conference in Dubai UAE

July.2017

LEBANESE PHYSICALLY HANDICAPPED UNION **LPHU CERTIFICATE**
Tel: 00961 1 807367

Nov 02,2013

Noria ERP Functional Advantages

EDM Software Solutions

Tel: +961 1 307 907

www.edm.com.lb

Oct 10,2013 – Oct 29,2013
Declarations)

Accounting Workshop (Nssf,TVA,Salaries and WaTaxes, Offical

Business and Finance Club (BFC)

MOB: +961 3 938736 Tel:01 318717

www.bfclb.org

Training:

June 22, 10 – July.12,10

Bank Audi, Dawra Branch

Tel: + 961 1 994000

Sept.14, 09 – Oct.10,09

Bank of Beirut, Chyiah Branch

Tel: +961 1 972972-983999

Skills:

IT Skills: Word,Excel (Formatec Certificate), PowerPoint and Visio.

Languages: Arabic Native, Good in French and English

Hobbies:

Sports and Worldwide Travel.

References: Available upon request

