

Hussein Ashour

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HUMAN RESOURCES PROFESSIONAL

- ♦ **Professional in Human Resources** offering a 6-year HR career distinguished by commended performance and proven results. Hard working who is highly efficient in time critical situations. Highly effective communicator who excels at building relationships at all organizational levels. Skillfully prioritizes and manages all aspects of the payroll process.

HR SKILLS

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|----------------------------|---------------------------------|--------------------------|
| ♦ HR Department Startup | ♦ Staff Recruitment & Retention | ♦ HRIS Technologies |
| ♦ Employment Law | ♦ Employee Relations | ♦ Training & Development |
| ♦ HR Policies & Procedures | ♦ Benefits Administration | ♦ Performance Management |

EDUCATION & CERTIFICATIONS

BACHELOR OF BUSINESS ADMINISTRATION (with systems practices), 2006

Arab Open University — Lebanon

Activities: Worked concurrently during college as a cashier for BHV/Monoprix Store and as a trainee at SGBL bank and as a Store Supervisor at Tapis Mahmoud Kabalan.

TOT - TRAINING OF TRAINERS CERTIFICATE, 2017

International Academy for Building Capacity

PROFESSIONAL EXPERIENCE

HEAD OF HUMAN RESOURCES AUDIT & PLANNING DEPARTMENT, June 2017 till April 2019

Al-Zahraa University Hospital — Beirut, Lebanon

A hospital and medical center

Key Results:

- ♦ Audited the monthly, quarterly and annual NSSF and the MOF declarations (R3,R10,R5,R6 & R7).
- ♦ Audited of payroll data and accurate payment of salaries and allowances.
- ♦ Audited all leave and sickness/accident records and all kind of certificates.
- ♦ Audited workplace, employee and management policies and procedures.
- ♦ Created and revised job descriptions.
- ♦ Conducted job analysis and job evaluations, resulting in quality job specifications.
- ♦ Conducted orientation sessions and organised on-the-job training for new hires.
- ♦ Delivered training to employees using a variety of instructional techniques.
- ♦ Monitor and evaluate training programs to ensure they are current and effective.
- ♦ Coordinated ongoing technical training and personal development classes for staff members.
- ♦ Developed company personnel policies, standard operating procedures and employee handbooks.

PROFESSIONAL EXPERIENCE (CONTINUED)

HUMAN RESOURCES OFFICER, July 2012 till December 2016

Albonian International Electromechanical Works — Beirut, Lebanon

A company dedicated operations in MEP works installations & maintenance in Lebanon, UAE, KSA, Jordan and Nigeria.

Key Results:

- ◆ Played a key role in ensuring the successful launch of Beirut City Center project, M1 project and Waterfront City Dbayeh project.
- ◆ Entrusted to act as HR manager on duty on regular basis.
- ◆ Handle the preparation of monthly, quarterly and annual NSSF declarations.
- ◆ Handle the preparation of MOF declarations(R3,R10,R5,R6 & R7).
- ◆ Collect CVs from various sources to get potential applicants for the available positions and anticipate future ones.
- ◆ Arrange and conduct face to face interviews with shortlisted candidates.
- ◆ Participate in verifying attendance, hours worked and pay adjustments before preparing the wages file.
- ◆ Manage the preparation and validation of payroll data and work effectively with the finance function to ensure timely and accurate payment of salaries and allowances.
- ◆ Participate in preparation and distribution of pay slips to all Albonian employees.
- ◆ Maintains leave and sickness/accident records.
- ◆ Prepare all kind of certificates to all Albonian members.
- ◆ Provided and coordinated critical assistance during company's downsizing.

JUNIOR PROJECT MANAGER, November 2010 to January 2012

Living Gallery — Beirut, Lebanon

A company specialized in furniture business activities.

SALES CONSULTANT, April 2008 to October 2010

Gallerie Vanlian — Beirut, Lebanon

A company specialized in furniture business activities.

OF NOTE

Professional Development:

- ◆ Complete ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workers' compensation and workplace safety/security.

Computer Skills:

- ◆ HRIS application
- ◆ ERP software
- ◆ MS Office (Word, Excel, PowerPoint, Access, Outlook)