
EXECUTIVE PROFILE / PERSONAL STATEMENT

My overall experience lies in Administration, Office Management and Personnel Management covering three geographical areas: Lebanon, UAE, and KSA. Being a good communicator allows me to accomplish my role effectively as a liaison between the company's senior management and the different departments. I am hard working, well-organized, and a good problem-solver. I have a creative mind and I think laterally. I am committed to build on the experience that I developed in a context that empowers me to move the company further and that challenges me to continuously grow personally and professionally.

SUMMARY OF QUALIFICATIONS

<i>Hard Skills</i>	<i>Soft Skills</i>
<ul style="list-style-type: none"> ◆ ERP System ◆ Payroll Administration ◆ Office Management ◆ Personnel Administration ◆ Investor's Relations ◆ Government Relations ◆ HR Policies & Procedures 	<ul style="list-style-type: none"> ◆ Adaptability ◆ Interpersonal Relations ◆ Conflict Resolution ◆ Problem Solving ◆ Effective Communication ◆ Team Player ◆ Critical Thinking

EXECUTIVE HIGHLIGHTS

My ability to adjust and adapt my role to meet the organization's changing governmental, legal and regulatory environments.

CAREER CHRONOLOGY

SOLIDERE INTERNATIONAL LIMITED GROUP – DUBAI - KSA - LEBANON (DUAL APPOINTMENT)	July 2007 - June 2019
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1- SOLIDERE INTERNATIONAL LIMITED, DUBAI, UAE	July 2007 - June 2019
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Reporting to the Chief Financial Officer / HR manager on administrative and personnel management matters, investors' and governmental relations.

◆ *Payroll and Personnel Administration - UAE - KSA:*

- ◇ Processing the payroll system using JD Edwards ERP Solution,
- ◇ Processing the company's insurance plans,
- ◇ Coordinating and administering employment contracts and job offers,
- ◇ Implementing the company's policies and procedures,
- ◇ Assisting staff members on all administrative matters,
- ◇ Preparing employment and other personnel related letters and certificates,
- ◇ Assisting in the recruitment process,
- ◇ Assisting the Chief Financial Officer on all administrative matters and coordinating with key third parties including legal firms, banks and government bodies,

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- ◊ Preparing monthly, quarterly and yearly Government related returns.
 - ◊ Managing the company's ERP software systems,
 - ◊ Assisting consultants in the preparation of the company's policies and procedures
 - ◆ *Dubai International Financial Center (DIFC):*
 - ◊ Liaising between the executive management, the legal department, the Company's Secretary and the registrar of companies at the DIFC,
 - ◊ Processing all official submissions at the DIFC,
 - ◊ Negotiated the first leasing agreement with the DIFC leasing authorities;
 - ◆ *Government Relation - DIFC:*
 - ◊ Liaising with the DIFC regarding the company's documents and employees' visas;
 - ◆ *Investor's Relations:*
 - ◊ Corresponding with investors on matters related to their shareholding management,
 - ◊ Assisting the Company's Secretary on matters related to investors' relations,
 - ◊ Executing the transfers of the company's shares in coordination with the Company's Secretary, the Chief Financial Officer and the DIFC,
 - ◊ Preparing the policies and procedures for the company's transfers of shares process,
 - ◆ *Office Administrator:* 2007 – 2013
 - ◊ Organizing Company Activities:
 - Liaising with the company's Chief Operating Officer, Company Secretary, treasury, lawyers and other departments regarding all issues related to the Dubai office,
 - Creating a tracking system for filing procedures,
 - ◊ Office Setup:
 - Purchasing of office equipment,
 - Purchasing of office supplies,
 - Dealing with web domain and web hosting,
 - Establishing contracts with third parties regarding administrative matters,
 - Offices rent and fit-out;
 - Creating a basic accounting system for the payroll and petty cash,

2- CITY MAKERS SERVICES S.A.R.L, BEIRUT, LEBANON - A
WHOLLY OWNED SUBSIDIARY OF SOLIDERE INTERNATIONAL
LIMITED

February 2010 - June 2019

Reporting to the Chief Financial Officer / HR manager on administrative and personnel management matters and governmental relations.

- ◆ *Payroll and Personnel Administration,*
 - ◊ Processing and overseeing the payroll system using JD Edwards ERP,
 - ◊ Processing and overseeing the company's insurance plans,

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- ◊ Coordinating and administering employment contracts and job offers,
 - ◊ Preparing the NSSF and Ministry of Finance documents,
 - ◊ Managing the company's ERP software systems,
 - ◊ Implementing the company's policies and procedures,
 - ◊ Assisting staff members on all administrative matters,
 - ◊ Preparing employment and other personnel related letters and certificates,
 - ◊ Assisting the Chief Financial Officer on all administrative matters and coordinating with key third parties including legal firms, banks and government bodies,

ALGHANIM INDUSTRIES, KUWAIT, KUWAIT
 ◊ Financial Analyst at the FMCG division

2006

EDUCATION AND PROFESSIONAL DEVELOPMENT

HR Diploma, LEBANESE AMERICAN UNIVERSITY, BEIRUT, LEBANON

2014

Master of Business Administration, AMERICAN UNIVERSITY OF BEIRUT, LEBANON

2003 - 2005

B.S. in Environmental Health, AMERICAN UNIVERSITY OF BEIRUT, LEBANON

1998 - 2001

PUBLICATIONS

Jamali, D, Safieddine, A.& Daouk M.(2006). "*Corporate Governance and Women: An Empirical Study of Top and Middle Women Managers in the Lebanese Banking Sector*", Corporate Governance

Jamali, D. & Safieddine, A, &. Daouk M (2006). "*The Glass Ceiling: Some Positive Trends from the Lebanese Banking Sector*", Women in Management Review, Emerald: UK

PERSONAL INFORMATION

DATE OF BIRTH

19/08/1980

NATIONALITY

Lebanese

REFERENCES

Available upon request