

Maya H. Dorra

Doha, Qatar

00974 33795529

Maya.h.dorra@hotmail.com - Maya.dorra@boecker.com

Husband Sponsorship



PERSONNAL DETAILS

Date and Place of birth: January 1st 1989, Saida

Sex: Female

Status: Married

Nationality: Lebanese

PERSONNAL INTERESTS

Hobbies/ Activities: Tennis, Jogging, Travel

Reading: Sociology, Human Resources, Management, French Literature

OBJECTIVE:

- ✓ Eager to start a challenging and illustrious career with your organization where I can sharpen my skills and apply the acquired knowledge into the real fieldwork in order to achieve the organization goals and create mutual benefits.

EXPERIENCE:

Admin and HR Senior Officer

Boecker Public Safety - Qatar

May 2018 till Present

- ✓ Ensure that existing Human Resource Policies, Procedures and Staff Handbook are updated in line with statutory requirements, good practice and the agreed review timetable and that new policies or procedures are introduced as necessary.
- ✓ Keep self and team up to date with employment law and relevant codes of practice.
- ✓ Ensure operational HR activities and processes are correctly followed and that the frontline HR team provide accurate and timely advice and guidance to managers.
- ✓ Ensure the provision of accurate statistics and records

- ✓ Ensure robust performance management systems are in place to ensure a culture of performance is embedded
- ✓ Responsible for the execution of HR services in the areas of Compensation and benefits, recruitment, selection and retention
- ✓ Maintain and updates HR Information System to ensure that all personnel information is properly & accurately captured, effectively managed and maintained at all times
- ✓ Assist the HR REGIONAL TEAM in the review, development and execution of HR policies & programs within the area of assignment
- ✓ Conduct the job evaluations in collaboration with the line managers.
- ✓ Draft a plan of a workable Performance Incentive Scheme and a grading system
- ✓ Conduct employee orientation, development, and training administration
- ✓ Participates in the conduct of investigations when employee complaints or concerns are brought forth
- ✓ Participate in the conduct of investigation for disciplinary matters
- ✓ Develop the HR Calendar and objectives for the year.
- ✓ Develop & prepare the HR budget for the next year.
- ✓ Supervise the oversee recruitment process
- ✓ Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- ✓ Provide payroll processing backup support as and when required. Partner with finance to maintain the payroll database;
- ✓ Provide competitive market research and prepare pay studies to help establish pay practices and pay bands that help to recruit and retain superior staff;
- ✓ Manage daily administrative operations of the office and assist all units in resolving problems related to the day-to-day operations;
- ✓ Supervise the work of in-house cleaners to ensure that the office is kept clean and pleasant at all times;
- ✓ Organize, assign and supervise the work of administrative support staff;
- ✓ Oversee the management of office supplies and stationery and ensure replenishment Manage administrative issues to do with security and safety of residences of internationally and regionally recruited staff and the office;
- ✓ Record fuel costs of all vehicles according to the established system and ensures proper utilization and that fuel deposits are replenished in good time;
- ✓ Ensure that all vehicles are supplied with all statutory items;
- ✓ Arrange for any maintenance work that needs to be carried out in the office.
- ✓ Supervise the labors accommodation in collaboration with the camp boss and advise the concerned person on the action needed to make the camp up to the rules of the country.

Assistant HR Director & Deputy of HR Dept. Head

Saudi Binladin Group - Qatar Branch

August 2014 till May 2018

- ✓ Administers a wide variety of personnel policies and programs regarding Substitute employees (e.g. advertising positions, processing applications, recruitment, separation, verifying employment, orientation, substitute calling system, etc.) for the purpose of conforming to district policies, procedures and relevant laws.
- ✓ Communicates with other employees, departments, administrators, applicants and the public for providing information and assistance concerning employment, substitute procedures, personnel records and related legal requirements.
- ✓ Conducts Substitute employee orientation, training and ongoing training
- ✓ Coordinates employment process
- ✓ Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.)
- ✓ Maintains automated substitute calling system (e.g. enters and updates data, etc.) for ensuring the accuracy of information.
- ✓ Presents information on a variety of topics (e.g. orientations, meetings, substitute calling system, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- ✓ Processes documents, data, and materials (e.g. Human Resources Information System, etc.) for the purpose of disseminating information to appropriate parties and inputting data.
- ✓ Supervises personnel record keeping procedures and substitute calling system (e.g. transcripts, recruiting, hiring, scheduling, placing and paying personnel, etc.)
- ✓ Supports the Human Resource Director and department staff for assisting in the performance of their work activities.
- ✓ Prepare the payroll at the end of every month.
- ✓ Responsible for the vacation and other leaves of the employees.
- ✓ Prepare the certificates e.g. Bank, Embassy, etc. required for the employees.
- ✓ Review the time sheet and prepare the overtime calculations.

Recruitment Officer

Silkor Lebanon - Beirut

July 2013 to May 2014

- ✓ Screening CVs.
- ✓ Interviewing potential candidates.
- ✓ following up with the floor team during their observation.
- ✓ Propose and discuss the offer with the selected candidates.
- ✓ Participate in the probationary Reviews.
- ✓ Visit our branches in the Middle East for the recruitment process and for new ideas like job fairs, open days... to keep our data base updated.
- ✓ Ask the selected candidates about their documents so we can submit them to the Ministries especially Abroad.
- ✓ Always update the employee's folder and documents.

Recruitment Consultant B.S.O. (Business Services Office)

October 2011- June 2013

- ✓ Screening CVs.
- ✓ Interviewing potential candidates.
- ✓ Propose and discuss the offer with the selected candidates.
- ✓ Participate in the probationary Reviews.
- ✓ Ask the selected candidates about their documents so we can submit them to the Ministries especially abroad and check if before starting the international mobilization process.
- ✓ Keep an updated record and data.
- ✓ Posting jobs on our website and on other job portals.
- ✓ Responsible for the website back office in case of changes, updates, trouble shoots, and new ideas to be implemented to improve the website efficiency.

Bank Audi – Trainee / Recruiter

March 2010-April 2010

Main Responsibilities:

- ✓ Preparing and Reviewing Resumes
- ✓ Collecting and Organizing Paper Applications
- ✓ Sending Interview Invitations/Reference Requests
- ✓ Assisting with the day-to-day efficient operation of the HR Office
- ✓ Coordinating in volunteer and staff training events/ programs and recommending resources, as needed

- ✓ Preparing Payrolls

JabalMoussa Association October 2009

- ✓ Participated in a socio-economic survey at 'JabalMoussa' monitored by the Association for the protection of the village.

Private tutoring:

Math, Physics, Chemistry, Biology Since 2001

- ✓ Giving private lessons early in time helped me build slowly my financial independence to be able to venture into the journey of discovering myself.

EDUCATION

- ✓ Saint-Joseph University – Beirut 2010 – 2012 / **Majoring in Human Resources – Master's Degree**
- ✓ Saint-Joseph University – Beirut 2006 – 2010 / **Bachelor in Sociology and Public Relations**
- ✓ Saint-Joseph School – Saida 1992 – 2006 / **Lebanese Baccalaureate**

SKILLS

- ✓ *Languages* Arabic: Native; French: Fluent; English: Fluent
- ✓ *Computer skills* Skilled in all basic 'Microsoft Office' programs (Excel, Word, PowerPoint, Visio)
- ✓ *Soft skills*
 - Achievement-oriented professional with a strong background in Human Resources.
 - Highly effective Negotiation and Persuasive skills.
 - Team player with proven leadership and decision-making abilities.
 - Excellent communicator who develops strong working relationships with professional contacts at all levels and in different environments.
 - Passionate and relentless hunter for perfection in everything I do.