

Dia Antoine Mohasseb

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Marital Status : Married
Nationality : Lebanese
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Objectives

To work in a professional and organized association, that gives me the opportunity to develop my skills in the field of Human Resources, and be a member of a successful team within the organization.

Education:

Master of Business Administration at the Arts, Science & Technology University (AUL), Kaslik Branch.

September 2013 – July 2016

Bachelor of International Relations at the Holy Spirit University of Kaslik (USEK).

September 2008 – March 2012

Certificate of Letters and Humanities at the Collège de la Sainte Famille Française Jounieh.
2008

Experience

Human Resources Specialist at Ets. F.A. Kettaneh

April 2016 till Present

- Responsible for effective and fast recruitment processes both internally and externally.
- Advertises employee job openings internally &/or externally ways (Job ad posting, websites, universities career offices, Online recruitment websites ...)
- Executes pre-screening face to face interviews & provides feedback to HRM.
- Responsible for job fairs.
- Update Monthly report on recruitment progress.
- Enters all vacancies on HR System.
- Mails out the rejection letter for non-selected candidates.
- Conducts reference checks for selected candidates.
- Elaborates job descriptions.
- Prepares & follows up on integration plan & orientation reports and employees' probation period evaluations
- Updates the Employee Handbook.
- Follows up & conducts the exit interviews.
- Identifies training & development needs through the yearly performance appraisal (TMP)
- Follows up on training plan & budget.
- Explores new training suppliers.
- Coordinates with the trainers to determine the training programs, location and time flexibility

and logistics

- Handles the personal training record Files.
- Follows up on the training evaluation forms.
- Handles the employees travel Requests and Expenses.
- Handles the travel insurance and their payments.
- Organizes and maintains all related attendance records.
- Checks and follows up on the attendance documents of employees, and ensures validity of related documents & provides the HR Manager and all divisions with Monthly reports.
- Checks and prepares all necessary documents related to insurance scheme for new and leaving employees with all necessary correspondences and medical approvals.
- Follows up with the insurance company on insurance cards for new staff and their families including preparation of all excel files where necessary etc...
- Prepares and follows up the annual leave scheme and schedules.
- Follows up on invoices of fuel allowance and payments.
- Monitors trainees as per the company's needs.
- Handles Transportation Calculation.
- Prepares the annual schooling dues.
- Handles Warnings and send them to the Ministry of Labor.
- Handles Car Proxy.
- Handles the car loan application process.
- Handles payments requests when needed.
- Handles and assists the HRM on all requests.
- In charge of all internal communications (new employees, promotions, offers, policies...)
- Handles the HR division purchase requests such as stationary, tools and equipment.

Executive/ HR Assistant at Malak Al Tawouk (Head Office)

October 2015 till March 2016

- Conduct research, assemble and analyze data.
- Performs administrative duties for executive management.
- Maintain accurate detailed and applicable contact data in the database.
- Screen calls, manage calendars, and make travel arrangements.
- Prepare, edit and file reports, memos, letters, forms, minutes of meetings, presentations and other documents.
- Order office supplies.
- Handle uniform orders and stock.
- Coordinate with the Insurance Company.
- In charge of the customer service.
- Receive the comment cards and contact clients accordingly.
- Contact clients randomly to take their feedback.
- Handle the complaints of the customers.
- Update the Customer Relationship Management system.
- Provide Administrative support to the HR Department in all HR functions.
- Oversee and maintain the attendance sheets.
- Follow up on vehicles registration and associated papers.
- Update the Foreigners database, and follow up on the renewal of their official papers.
- All other office work.

Administrative / HR Assistant at TradeCom / MediaCaster

September 2014 – October 2015

Tasks:

- Prepare Sales Proposals and monitor their progress with the operation manager.
- Produce reports and statistics using computer software.
- Conduct research, assemble and analyze data.

- Execute Purchase Orders; Purchase Invoices; Sales Orders; Sales Invoices; Payment Vouchers and Receipt Vouchers.
- Maintain accurate detailed and applicable contact data in the database.
- Prepare, edit and file reports, memos, letters, forms, minutes of meetings, presentations and other documents.
- Prepare labors payroll, monthly paid overtime, monthly transportation fees, attendance and annual leaves.
- All other office work.
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HR Executive at Kit-wood Plus

June 2013 - September 2014

Tasks:

- Maintains the attendance records.
- Handle payroll.
- Record the absences and the annual leaves.
- Calculate the commissions of the architects.
- Check the fingerprint of the employees.
- Calculate the overtime of the Labors.
- Follow up with the Insurance Company on the renewal of the insurance cards.
- Receive and screen all the new applications.
- Manage the calendar; assign and schedule the installation, finishing and maintenance dates
- Follow up on money collection.
- Establish the routing of the drivers.
- Handles the office purchases such as stationary, tools and equipment.
- Follow up with the clients (payment collection, after sales service, customer service).

Teller (OMT – Kaslik Branch).

July 2008 – May 2013

Tasks:

- Process transactions to all services offered by OMT (Money transfers, Mobile bill payments, mechanic, VAT, cash to bank and cash to business).
- Car insurances.
- Ticketing with the Iati system...
- Handle cash.

Languages:

English, Arabic, French (Full professional proficiency).

Skills & Expertise:

Computer Skills & Expertise:

Microsoft Office (Outlook, Word, Excel, and PowerPoint) PIMS, Wizard, Internet etc...

Miscellaneous Skills & Expertise:

Positive Behavior Support, Pressure Handling, Strategic Communications, Accounting Skills.

Trainings:

- Advanced Excel & Power Point (In-House trainings at Kettaneh)
- “Competency Based Recruitment and Interviewing Skills” workshop at Formatech.