



INFO

11/08/1984
Sodeco-Beirut Lebanon

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LANGUAGES

ENGLISH	FLUENT
FRENCH	FLUENT
ARABIC	FLUENT

COMPUTER SKILLS

Microsoft office

- Word
- Excel
- PowerPoint
- Visio
- outlook

HR STRENGTHS

- Developing a JD
- Job Posting / use of HR platform
- Interviewing and recruiting employees
- Employee orientation, development, and training
 - Establishing Policies, Procedures and Processes
- Evaluating HR outcomes
- Ensuring the effective day-to-day Human resources operations.

HODA HOUJEIRI

CAREER OBJECTIVE

Fresh graduate with a degree in Human Resources management with over 5 years' experience in school management setting, looking to start my career in an HR specific role.

EDUCATION

Expected Aug 2019	Master's Degree (Thesis Submission) in Human Resources Management Saint-Joseph University (USJ)- Beirut, Lebanon
July 2004	Bachelor's Degree in Business Administration 2004 - Saint-Joseph University (USJ)- Beirut, Lebanon

RELEVANT HR INTERNSHIP EXPERIENCE

Dec 2018 Mar 2019	<p>"KHOUBOURAT – An HR program by IRADA"</p> <p>Human Resources Intern Main Tasks:</p> <ul style="list-style-type: none">• Updating excel sheet job seekers database• Drafting CVs for general labor job seekers category• Conducting phone screening for potential candidates• Posting jobs on KHOUBOURAT career portal• Drafting job description• Draft HR processes
Oct - Dec 2016	<p>TERRANET S.A.L., BEIRUT</p> <p>Human Resources Intern Main Tasks:</p> <ul style="list-style-type: none">• Observing various departments• Identifying procedures, defining weaknesses and proposing convenient solutions
Nov - Dec 2015	<p>"LEBANON BEVERAGE & DAIRY Day, KFARCHIMA"</p> <p>Human Resources Intern Main Tasks:</p> <ul style="list-style-type: none">• Sales Department Policies and Procedures.• Describing tasks and responsibilities of the staff members.• Redefine tasks for staff members according to HR quality in order to improve organizational performance.

PERSONAL SKILLS

Communication Skills

- Good Teamwork and collaboration Skills
- Decision Making Skills
- Organizational skills
- Multitasking skills

WORK EXPERIENCE

Nov 2012
to present

AL-MOKHTAR SCHOOL, BEKAA

Operations and Human Resources Administrator

- Responsible for the full employee life cycle from recruitment, Induction to exit.
- Providing full administrative support to senior management
- Representing the school within community forums in order to maintain on going community support for educational goals.
- Planning, organizing, supervising and controlling all staff members according to policies, programs and given instructions in order to improve performance.
- Administers and maintains and all HR paperwork to ensure compliance with relevant legislation such as government compliance and reporting.
- Training and evaluating teachers' performance.
- Organizing school events.

Jan 2007
July 2012

AL- MOKHTAR SCHOOL - BEKAA

School administrative Manager

- Managing over 70 staff members and investigating problems between students or staff
- Developing, interpreting and enforcing rules, regulations, policies& procedures (Administrative, HR, legal, etc.)
- Meeting parents having issues with the school policies and responding to their concerns
- Providing safe, encouraging, and clean learning environment

Jan 2004
July 2007

AL- MOKHTAR SCHOOL, BEKAA

School Coordinator

- Directing and guiding teachers in preparing curriculum
- Monitoring academic development and growth of the students.
- Facilitating communication between personnel, students and parents for the purpose of solving problems and resolving conflicts.

References available
upon request