

To whom it may concern,

Blending a solid experience in HR management with proven success in implementing the Human Capital management and internal ERP structuring roles, I am eager for a career development opportunity and believe I would make a great fit at your company.

I offer expertise in HC management including employee recruitment, employee assessment, training, compensation & benefits, and succession planning. Thus, increasing employee retention.

I am also known for my ability to help identify and implement key technology and process improvements. I am well-versed in Six Sigma methods and have lead projects which produced significant and sustainable savings.

Other examples of my work include:

- Being responsible for implementing the JCIA standards in the private clinics at the American University of Beirut Medical Center, where we were the pioneering clinics in the Middle East getting accredited by the JCI.
- Leading and coordinating the buildup of the internal ERP system (MS Dynamics NAV) for all departments at Alumco Group and serving as an ERP Specialist Committee Member for 5 years.
- Creating positive employee engagement for 1,000+ personnel at Alumco Group via proactive communications, prompt issue resolution, and fair / equitable treatment.
- Being responsible for the internal restructuring and face-lifting of both Alumco Group and Assouad Group.

Confident I will make a positive impact on your organization, I respectfully submit my résumé for your review. I will be available to attend to any enquiry you might have at your convenience and look forward for a favorable reply.

Thank you for your consideration.

Sincerely,  
Wael Hamze

Enclosed: Resume

# WAEEL HAMZE



**Mobile:** +961-3-978444  
wael\_hamze@hotmail.com

**Profile:** Male, 36, Married  
**Nationality:** Lebanese

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## Work Experience

Sep 2019 – Present	<b>Management Mix (Contract)</b> <i>HR &amp; Management Consultant / Trainer</i>	Beirut, Lebanon
Jun 2018 – Aug 2019	<b>SABIS®</b> <i>Administration Manager</i>	Dubai, UAE
Feb 2017 – May 2018	<b>Assouad Group sal</b> <i>Group Human Recourses Manager</i>	Baabda, Lebanon
Jan 2011 – Jan 2017	<b>Alumco Group sal</b> <i>Group Human Recourses Manager</i> <i>ERP Experts Committee Member</i>	Choueifat, Lebanon
Jan 2010 – Jan 2011	<b>King AbdulAziz Int. School (SABIS®)</b> <i>Office Manager</i>	Riyadh, KSA
Oct 2006 – Dec 2009	<b>AUB-Medical Center</b> <i>Administrative Associate</i>	Beirut, Lebanon
Oct 2004 - Sep 2005	<b>Habtoor Properties</b> <i>Night Auditor &amp; Cashier Supervisor</i>	Beirut, Lebanon

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## Trainings & Internships

April 2020	<b>DisasterReady</b> <i>Staff Care for Managers</i>	Beirut, Lebanon
April 2020	<b>DisasterReady</b> <i>Recruiting &amp; Retaining Employees</i>	Beirut, Lebanon
March 2020	<b>Mohammed Bin Rashid University</b> <i>Community Immunity Ambassador</i>	Abu Dhabi, UAE
December 2014	<b>Center of Leadership Studies</b> <i>Situational Leadership</i>	Beirut, Lebanon
March 2014	<b>Management Mix</b> <i>Designing &amp; Developing a Salary Scale</i>	Beirut, Lebanon

February 2014	<b>Alumco</b> <i>Contracts Management</i>	<b>Choueifat, Lebanon</b>
November 2013	<b>AUB Alumni Association</b> <i>Emotional Intelligence in Leadership and Management</i>	<b>Beirut, Lebanon</b>
August 2013	<b>Alumco</b> <i>Alternative Dispute Resolution Methods, Mediation and Negotiation</i>	<b>Choueifat, Lebanon</b>
October 2012	<b>Young Urban Professionals</b> <i>Time &amp; Stress Management</i>	<b>Beirut, Lebanon</b>
October 2012	<b>Young Urban Professionals</b> <i>Communication Skills I &amp; II</i>	<b>Beirut, Lebanon</b>
May 2011	<b>Smartman</b> <i>Senior Recruitment Workshop</i>	<b>Beirut, Lebanon</b>
May 2011	<b>Benchmark</b> <i>Employment Law for HR Professionals</i>	<b>Beirut, Lebanon</b>
Apr 2005 – Sep 2005	<b>HabtoorLand</b> <i>Night Audit (Internship)</i>	<b>Jamhour, Lebanon</b>
May 2004 - Jul 2004	<b>XOL Services</b> <i>Internet &amp; Telecommunications Consultant (Internship)</i>	<b>Down Town, Lebanon</b>
Sep 2003 - Sep 2003	<b>Beirut Arab University</b> <i>Microsoft Office</i>	<b>Beirut, Lebanon</b>

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## Education

2008	<b>BS Computer Science</b>	<b>American University of Science &amp; Technology (AUST)</b> <b>Beirut, Lebanon</b>
2001	<b>Official Bacc II (LS)</b>	<b>International School of Choueifat (SABIS)</b> <b>Choueifat, Lebanon</b>

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## Languages

- **Arabic** Native
- **English** Fluent

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## Skills & Character

- Experienced in financial modeling, control sheets, spread sheets and database software.
- Strong strategic thinking and analytical skills.
- Efficient, dynamic, well-organized team leader with high ability to work under pressure.
- Computer: MS Dynamics Navision, HRS, MS Office.

**REFERENCES AVAILABLE UPON REQUEST**