



NAJA K. SLEEM

HR Executive

PROFILE

Self-Driven, seeking a career to develop my skills to add value to myself as well as to the company, and to establish a unique experience in a reputable institution, utilizing good standard educational background.

CONTACT

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ADDRESS:
Beirut, Lebanon

HOBBIES

Swimming
Music
Jogging

LANGUAGE

Fluent in Arabic and English;
Intermediate in German

WORK EXPERIENCE

Blue Hat offshore S.A.L

HR & Admin Executive

May 2019 – Dec 2019

HR & Admin Assistant

May 2018 – May 2019

- Supporting the company & management in determining staff needs
- Drafting job description in coordination with top management
- Managing the recruitment cycle through screening resumes, conducting interviews for selected candidates, & reference checks
- Sending employment replies (on status, changes, & requests to fill application) & phone calling candidates
- Contribute in the initial phases of business development by replying to potential clients, preparing quotations and providing them price list
- Keeping track of current employee vacation/ days off/ requests; Preliminary approval for sick leaves; Handling NSSF
- Contacting & coordinating with clients, suppliers, candidates, and third parties & managing flights, tickets, & visa's
- Ensuring all documents are stored on the cloud & preparing agreements for employees and clients
- Handling office management (managing petty cash/ ordering and following up on office logistics/ office supplies)
- Working on quarterly based expenses in coordination with our auditors
- Filing and archiving both online and offline company documents

Lebanese American University

HR Assistant

Oct 2017 – Apr 2018

- Analyzing Resumes based on given criteria for ongoing processes
- Assisting in daily operations work& reporting to the staff recruitment manager
- Consolidating resumes received from candidates applying to different vacancies, thus facilitating shortlisting process
- Scheduling interviews for applicants and following up with emails
- Coordinating Screening & Recruitment meetings for shortlisted Candidates
- Following up with third parties to cover ongoing events

Blom Bank S.A.L

Sept 2016 – Sep 2017

- Working on contractual basis in the Human Resource Division - Recruitment Unit
- Conducting orientation on weekly basis for new trainees distributed to different branches
- Issuing trainees certificates based on their supervisor's evaluation
- Following up with candidates to ensure proper documentations are fully submitted
- Contacting different branches to follow up on distributed trainees

EDUCATION

Haigazian University, Beirut Lebanon

Bachelor in Business Administration (BBA); Emphasis in Human Resource Management

Graduated in March 2016

West Hill College, Mount Lebanon

Graduated in June 2011

INTERNSHIP

Intercontinental Phoenicia Hotel

Aug 2015 – Sept 2015

- Internship in the Human Resource Department
- Rotation in the HR department, both in the Personnel and Talent Resourcing units
- Shadowing on Contractual and Non-Contractual employee files/ employee salary and attendance