

Lama HABR

+961 70 603328 | Lama.habr@hotmail.com | Date of Birth: February 3rd, 1993 | Linked In: Lama Habr | Lebanese
Lebanon, Beirut, Achrafieh, Fassouh, Metran Massara Street, Elie Rbeiz building, 3rd floor | **Willing to relocate**

Resume:

Human Resources professional with a Bachelor's Degree focused in Work and Organizational Psychology from Saint Joseph University. Experienced in Consultancy, Recruitment, Employee Relations & Learning and Development with a demonstrated history of working in the Digital Marketing, IT, Event Management, Telecom, Retail and Banking industries.

Education:

2013 – 2016: Saint Joseph University | Work and organizational psychology | Bachelor Degree

2011 – 2013: Saint Joseph University | Clinical psychology, *then transferred to Work and Organizational Psychology*

1996 – 2011: Collège des Soeurs des Saints-Coeurs – Sioufi | French baccalaureate, specialty in literature

Work Experience:

February 2017 – Present: Employee at “Saradar Bank SAL” | Achrafieh | www.saradarbank.com

May 2019 – Present: Officer – Recruitment & employee Relations

- Liaise with line managers for recruitment purposes, then source, shortlist and interview potential candidates
- Handle internship process at the bank
- Organize and participate in recruitment days, external events, job fairs...
- Develop and implement the Employee Relation function
- Conduct field visits and engage with employees
- Assist in the exit interview process

February 2017 – April 2019: Officer – Recruitment & Training

- Liaise with line managers for recruitment purposes, then source, shortlist and interview potential candidates
- Handle internship process at the bank
- Organize and participate in recruitment days, external events, job fairs...
- Work within sprints on HR related projects aiming to enhance relevant processes, procedures, employee well-being, recruitment and training tools, etc.
- Develop and implement new procedures to align the bank's culture with the digital transformation and agile environment.
- Continuously enhance all job descriptions and job related competencies
- Coordinate and handle employee registration in internal, external and BDL trainings
- Come up with new posts and ideas to enhance the Bank's LinkedIn page in coordination with the communication department

July 2015 – Present: HR Consultant at “KT Management” | Project Based Position

- Job Description design
- Organization design: Hierarchy & Departments restructuring
- Process and workflow design
- Performance Management Cycle - design and implementation

July 2015 – January 2017: HR and Admin Coordinator at “intouch” | Jal El Dib | www.intouchmena.com

- Develop and implement policies on issues such as working conditions, equal opportunities disciplinary procedures and absence management
- Manage to help the HR department in the recruitment process: CV screening, CV database update, Phone interviews, Interviews, Induction plan, Trainings, etc.
- Provide innovative suggestion in updating the employee handbook and the process and procedures of the HRD.
- Ensure that accurate job descriptions and KPIs are in place

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- Monitor and review the system of performance appraisal and continually develop as necessary; ensuring that annual appraisals are carried out in a timely manner and followed up
- Responsible for records of personnel transactions such as, promotions, history, performance evaluation, certification, contract, job description, internal memo, NSSF documentations, offers, salaries, recommendation and terminations
- Handle and follow up on weekly timesheets – Zoho Report; Give training on Zoho to new joiners
- Customer Service

April 2015 – July 2015: HR Trainee at “Quantum Holding” | Achrafieh | www.quantum.com.lb

- Completed the Job Descriptions of many positions (Taking into consideration the KPAs and the KPIs)
- Suggest new Job Descriptions for new positions
- Define competencies with their positive and negative indicators
- Assist In the performance appraisal cycle
- Assist in developing the Payroll Process and the “Raise Request” Process
- Data entry

July 2013 – August 2014: Educator at “1, 2, 3 Soleil!” | Achrafieh | www.garderie123soleil.com

- Watch over a group of nine kids aged between 2 and 3 years old.
- Guide them through various tasks such as psychomotor activities, rhythmic sessions, pre-math education...
- Educate them in the matters of social behavior.

September 2012 – June 2013: Shadow teacher at Saint Vincent | Achrafieh

- Guide an eight-year-old girl throughout the whole academic year, to help her adapt to school environment considering her clinical diagnosis of learning disabilities.

2011 – 2013: Freelance Hostess

Certifications:

Ongoing: SHRM-CP – Morgan International

2020: The Art of Body Language – Formatech - International Learning Center

2018: Competency-Based Interviewing (CBI) – Meirc Training and Consulting

2015: Saint Lewis University English Proficiency Assessment: Upper Intermediate

2011: Basic first aid attendance certificate – Lebanese Red Cross

Social Activities:

2014 – Present: Hayda Baytak (NGO) – Co-Founder, Board Member – Treasurer and Head of Recruitment Committee

- Attend the NGO's weekly meetings
- Co-organize the NGO's events (Pitching ideas – participation – contacting sponsors – contacting venues...)
- Meet new volunteers and redirect them to relevant committees
- Organize team building activities

2011 – 2013: Cedars for care (NGO)

2005 – 2010: Scouts Association of Lebanon

2007 – 2009: Social Club – Collège des Soeurs des Saints-Coeurs – Sioufi

Skills:

Languages: Arabic: Native | English: Fluent | French: Fluent

Computer: Microsoft Word | Microsoft PowerPoint | Microsoft Excel | Microsoft Visio | SPSS | Visual Dolphin

HR Tools: Sets | Bayt.com | LinkedIn - Recruiter Lite

➤ References Available Upon Request