

# NOUR KHALIL

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## HUMAN RESOURCES ASSOCIATE

An enthusiastic and dedicated HR fanatic with over than 4 years of experience in the HR domain. Extremely organized and detail oriented with the ability to work both independently on my own initiatives or as part of a successful team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards.

My background in HR with an emphasis on training and development, recruitment, personnel, and performance management would be a benefit to the organization.

Currently looking for a new and challenging position in HR where I can develop and utilize my set of skills and expertise.

## SKILLS

- Accountability & Teamwork
- HR Policies & Procedures
- Organization and Attention to Detail
- Staff Recruitment
- Orientation & Onboarding
- Bi-Lingual (Proficient in English and Arabic)
- Training & Development
- Communication Skills

### Internal Audit Administrative Associate, AMERICAN UNIVERSITY OF BEIRUT

August 2019 – Present

Beirut, Lebanon

- Restructured the departments reporting procedures to the University Auditor reducing the redundancy of revisions
- Reviewed budget data to optimize the department spending of 2020 in compliance with AUB's imposed budget
- Eased the tracking and documentation of attendance, expenses, and facility use by creating a systematic excel sheets eliminating the frequent errors

### Assistant HR Manager, MARRIOTT INTERNATIONAL – FP LE VERDUN

December 2018 – August 2019

Beirut, Lebanon

- Decreased the Labor Turn Over by 40% by developing succession plans and promotion schemes for over 60 employees.
- Mentored 20+ new hires resulting in stronger staff relations and increased productivity increased employee satisfaction rate to 85% by resolving employment-related disputes through proactive communication.
- Trained 11 managers to achieve compliance with organizational policies and recommending necessary changes that enhanced manager – associate relation

## HR Supervisor, MARRIOT INTERNATIONAL – FP LE VERDUN

April 2018 – December 2018

Beirut, Lebanon

- Managed payroll processing for all employees
- Facilitated on-boarding sessions and on-the-job training for new hires
- Updated job descriptions and requirements for all positions
- Analyzed and updated salary budgets after conducting an annual salary survey

## Training Intern, AZADEA GROUP– REGIONAL TEAM

January 2018 – April 2018

Beirut, Lebanon

- Mapped out training plans and schedules, designing and developing training programs (outsourced or in-house), and supported E-Learning initiatives
- Follow-up with external trainers regarding training designs & material
- Designed the internal training material including PowerPoints, participant manuals, and facilitator guides
- Handled the data migration and transition and training of the new Learning Management System

## HR Staff Development Assistant, AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER

September 2016 – December 2017

Beirut, Lebanon

- Worked with the training manager to identify internal talent and plan development plans
- Created in-depth training manuals for all employees
- Edited and organized training manuals, multimedia visual aids, and other educational material
- Reviewed, organized and updated employee training record on BDI Focus

## EDUCATION

July 2017

### BA IN PUBLIC ADMINISTRATION, AMERICAN UNIVERSITY OF BEIRUT

Bachelor of Arts in Public Administration (Management)

## Certificates and Courses

- WES Verified International Academic Qualification, March 2020



## TECHNICAL SKILLS

- Expert in Microsoft Applications, such as Word, Excel, PowerPoint
- BDI Focus (Performance Management)
- Taleo Recruitment
- Learning Management System (LMS)
- Oracle (HR & Administration)