

Carmen Zahalan

Human Resources Officer

SHRM Certified Human Resources Officer with over 4 years of successful experience in various HR Functions. Recognized consistently for contributing to the team's success through hard work, attention to detail and excellent organizational skills.



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SKILLS

MS Office

Sage Products

Teamwork

HRIS

Communication

Cultural Awareness

LANGUAGES

English

Full Professional Proficiency

Arabic

Native or Bilingual Proficiency

French

Elementary Proficiency

WORK EXPERIENCE

Human Resources Officer

Barents Risk Management

07/2017 - Present

Beirut, Lebanon

Barents Re is a leading independent reinsurance group and has a well-established presence in Europe, the Middle East, Latin America and Asia.

Duties and Responsibilities

- Handle Training and Development programs by updating training processes, and leveraging feedback from associates and handle employee training enrollments
- Handle Recruitment process for Junior, Mid, senior and executive positions especially for the European branches (United Kingdom, Spain, Italy, Luxembourg) by drafting job descriptions, postings, contacting recruitment agencies, screening, interviewing and selecting candidates, and drafting offers and contracts
- Assess and align compensation packages to market to attract highly qualified applicants for organizational vacancies
- Facilitate on-boarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skill set.
- Accurately maintain payroll and benefits for global employees in various locations such as United Kingdom, Spain, Italy, Luxembourg, France, and diminish financial discrepancies through monthly audits and banking reconciliation
- Conduct regular advisory reviews and governance to the employee documentation as per the published GDPR policies and regulations as per the Labor and Employment Law
- Assist the team in developing and executing HR policies and procedures, organizational Charts, Performance Management programs, employee handbooks for the global offices as per the Employment Law, and providing guidance and interpretation for business operations
- Participate in the Organizational development programs and support deployment of HR systems in addition with giving new ideas based on surveys and market research
- Remain current and informed in the field of Employee Relations in order to share knowledge and insights with others in addition to conducting alignment meetings with the HR representatives around the globe to assure consistency of implementing the group's policies

Junior Human Resources Officer

Barents Risk Management

11/2016 - 06/2017

Beirut, Lebanon

Duties and Responsibilities

- Maintain an accurate employee database, participate in stay and exit interviews, handle exit processes, and update the HRIS as necessary & assist in administering employees' benefits, & compensation as per company's schemes and procedures
- Forecast expected personnel demands and develop forward-thinking approaches to achieve HR strategic objectives related to Employee Relations

HR Trainee

Tyconz

06/2016 - 11/2016

Beirut, Lebanon

EDUCATION

Bachelor Of Business Administration: Human Resources Management

Haigazian University

09/2013 - 06/2017

CERTIFICATIONS

SHRM Certified Professional (SHRM-CP) (06/2020)