



Contact

+961 71 294214

Ali.y.saad@hotmail.com

Residency: Beirut – Lebanon

<https://www.linkedin.com/in/aliisaaad/>

Profile & Objectives

Obtain a responsible and challenging position with a progressive company where my talent and ability will have valuable application and utilization for my career.

Available immediately.

Languages:

English: Fluent

French: Fluent

Arabic: Native speaker

SKILLS



Computer Skills

Office 365 People



Visio / AutoCAD



Microsoft Office



Interests

- Football
- Basketball
- Yoga
- Photography: I'm a Sports photographer for Champs Fitness club, AUST, BFA, Ahli Sarba, SAFA FC

Ali SAAD

Education

- **2019: Morgan**
SHRM Learning System
- **2013-2018 : American University Of Science & Technology.**
Bachelor in Business administration and HR Management.
- **1997- 2012 : Makassed - Khaled Ben El Walid.**
Lebanese Baccalaureate in Social Economies sciences.

Experience

- **January 2020– Present : JCC- Soriko.**
HR Officer.
JCC- Soriko is responsible of the waste management in Lebanon.
 - Handling daily attendance.
 - Performing job evaluations and job analyses
 - Increased employee Retention rate above 90% by creating and maintaining a positive work environment.
 - Search for new employees by carefully crafting job descriptions to solicit applicants with the skills, experience and salary expectations.
 - Interviewing applicants
 - Management of the residency and work permits process for the labors.
 - Prepare various reports as per the Section Head's request.
 - Participate in HR projects (Job fair event).
- **December 2018 – December 2019: JCC- Soriko.**
Human Resources Administrative.
 - Handling daily attendance.
 - Maintains the HRMS Attendance Module by updating the required data such as the absence types, new assignments and left employees.
 - Issues the certificates addressed to the embassies, banks, NSSF... as requested by the employees.
 - Cross checks absences against supporting documents (leaves, medical reports...)
 - Perform miscellaneous job-related duties as assigned by the Section Head.
- **March 2017 – November 2018: Champs Fitness Club.**
Human Resources Administrative.
Champs Fitness Club is the biggest sports complex in Lebanon and one of the biggest in the middle east
 - Handling daily attendance.
 - Responsible of all the annual leaves and handling all the official papers of the employees.
 - Search for new employees by carefully crafting job descriptions to solicit applicants with the skills, experience and salary expectations.
 - Performing job evaluations and job analyses
 - Responsible of all the photography within the sports academy, sports classes and all other events that happen at the complex.
- **August 2016 – February 2017: Clock Art Production.**
Office Administrator.
New uprising production house consist of a rental house, filming and photography studio.
 - Monitoring Accounts Receivable and Payable.
 - Diary management and arranging appointments.
 - Data Entry.
 - General office management such as ordering stationary
 - Arranging both internal and external events.
 - Maintaining the company social media accounts.
 - Answering incoming calls / Dealing with email enquiries.
- **June 2016 – July 2016 : BLOM Bank – Head Office.**
Internship in Human Resources.
- **September 2013 – June 2016 : ANF Group.**
Part time - Human Resources and Administrative officer.
ANF Group is formed of several companies based in Lebanon and Egypt engaged in retail (B2C) and Distribution trade activities of fast moving consumer goods.
 - Handled all the employees files divided into all 3 sectors: Administration – Retail stores – Warehouses.
 - Handled the vacations of all the employees, and to make sure not to have any gaps between the departments.
 - Registered and sent the files of the employees to the Social Security offices in Lebanon (CNSS).
- **Workshops 2020:**
 - Lebanese Labor Law.
 - HSE Awareness course 2019