

Bilal Mazhar Melhem

Beirut - Lebanon

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An honest, motivated, adaptable, and results oriented Human Resources Specialist seeking a challenging position in a progressive organization and looking forward to use my experience and eager to work hard for the benefit of the company.

Professional Experience

February 2016 – February 2020 **Human Resources Manager**

New Company for Trading and Contracting

NCTC – Beirut

- Maintain the work structure by implementing job requirements and job description for all positions.
- Maintain organization staff by establishing recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending alternatives.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; schedule management conferences with employees; and resolving employee grievances; counseling employees and supervisors.
- Maintain employee benefits programs and inform employees of their benefits by assessing trends; recommending benefit programs to management; manage the processing of benefit claims; obtain and evaluate benefit contract bids; award benefit contracts; design and conduct educational programs on benefit programs.
- Ensure legal compliance by monitoring and implementing applicable human resources requirements; conduct investigations; maintain records; represent the organization at hearings.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
- Complete HR operational requirements by scheduling and assigning employees; following up on work results.
- Contribute to team efforts by accomplishing related results as needed.

July 2015– January 2016 **Human Resources Manager**

Arab Lebanese Company For Contracting

ALCC – Akkar- Lebanon

Aug 2009 –May 2015 **Human Resources Officer**
Arabian Construction Company

Abu Dhabi - UAE

- Process Employee End of Service.
- Review, implement and compare variables into the payrolls for team.
- Maintain monthly payments records for team.
- Execute all types of salary adjustments and promotions
- Receive and prepare employees requests (Loans, Travel Expenses...)
- Prepare Memos, Monthly reports, JD, Contracts, Policies and Procedures.
- Process various Terminations / Resignations.
- Liaise and act as first point of contact for both internal and external visitors wishing to contact the direct Manager.
- Handle all administrative work including but not limited to, filing and record keeping, handling correspondences, updating the records and other related tasks.
- Coordinate and facilitate the operational communication with the head office.
- Provide guidance to team and implement policies, procedures...
- Prepare and issue work schedules, deadlines and duty assignments for team.
- Maintain records pertaining to inventory, personnel, orders, supplies, or equipment maintenance

May 2008 – Jul 2009: **Legal Affairs Director**
Al – Fouwar Sporting Club
Lebanon

Jan 2006– May 2008: **Front Office Manager**
Las Perlas Resort
Lebanon

2008: **Administrator**
Lebanese Table Tennis Federation

Education

- BAU/ Beirut Arab University 2001-2006 MA in Public Law
- Grant MacEwan University - Canada January 2013 HRM (certificate).
- Notre Dame de Pere Carme – 2000/ L.H

Trainings / Internships

- IBS, International Business Skills
- Internship at SHAARANI for trading and Exports.
- Teacher at FAJR AL_SALAM School
- Trainee at WILLIAM SALLOUM Lawing firm.
- Chief Adviser - ADARO - Akkar development and reconstruction organization
- Public Relations Manager & Consultant to the president at Lebanese Circassian Co.

Voluntarily experience

- AFDC “Association for Forest Development and Conservation” – Member
- Lebanese Red Cross – Member
- Lebanese Scouts – Member

Skills

Microsoft Office Software, MS Word, Excel & Power Point, SAP.

Languages

Arabic : Fluent
English : Fluent
French : Fluent

Personal Information

Birth Date : 20 June 1982
Gender : Male
Nationality : Lebanon
Address : Beirut - Lebanon
Marital Status : Married.
Driving License : Lebanon, UAE