

## Languages

English, French, Arabic (Fluent written and spoken)

## PROFESSIONAL EXPERIENCE

### Human Resources Officer

**Oct 2021 - Present**

Generation R Holding, Broumana-Lebanon

- Assist in documenting all the HR activities/files and ensure maintaining them in secure and easily accessible files
- Instruct the recruit on needed documents to complete their files. Thereafter, process & prepare NSSF/MOF and other related documents
- Update HR databases (New Hires, Separations, Vacation, Sick Leaves, Annual Leaves..)
- Post job ads on careers pages and process incoming resumes
- Screen candidates resumes and job applications
- Prepare drafts for HR policies and procedures to be reviewed with the HR manager
- Coordinating and granting access to staff members in outside premises
- Monitor employee daily attendance;
- Produce and update various HR reports, forms and statistics;
- Assist in employee Healthcare and Insurance papers (NSSF papers/Work Accidents...);

### Human Resources Officer - Administration

**2016 - 2021**

Saint George Hospital UMC Beirut, Lebanon

- Gather, analyze and evaluate relevant facts to provide guidance and advice on various issues;
- Establish and maintain communication with management and union representatives;
- Monitor employee daily attendance;
- Prepare payroll and issue employee loans;
- Prepare contracts for new hired employees and coordinate their onboarding ;
- Write various documents, letters, job descriptions and policies;
- Produce and update various HR reports, forms and statistics;
- Assist in employee Healthcare and Insurance papers;
- Be on the lookout for trends and laws.

### Accounting / Clearing Intern

**2015 – 2016**

Panemar Forwarding s.a.l Beirut, Lebanon

- Shadow members of the accounting department as they perform their duties;
- Assist the team in audit and review engagements;
- Prepare financial reports and bookkeeping.

### Administrative assistant Intern

**2015**

Saint Joseph University

- Complete data entry;
- Assist with office work.

## **EDUCATION**

### **Masters in Leadership & HR**

**2018**

Saint Joseph University

Final year project      Created a *Performance Management & Appraisal Process* for a Fast-Moving Consumer Goods Corporation

### **Certificate in Effective Personal Leadership**

**2018**

Leadership Management International Inc

### **Bachelor's Degree in Business & Management**

**2016**

Saint Joseph University