

# R E E M   S A E B   E L   S A B E H

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## EXPERIENCE

Sep '18 – **HILTON BEIRUT DOWNTOWN** - *Pre-opening Human Resources Coordinator*

Sep '20

- Lead the HR orientation for new team members
- Maintain and update records of personnel-related data such as payroll, personal information, leaves, turnover rates in both paper and database
- Implement and propose revised HR procedures
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assist in shortlisting, and issuing employment contracts
- Lead administrative elements of new hires such as the Hilton ID card, email address, medical insurance, and other legal documents upon starting their positions
- Schedule meetings, interviews, HR events and maintain the teams agenda
- Assisting in HR projects such as the collection of employee feedback
- Lead administrative elements of leavers such as the clearance papers and exit interviews
- Conduct and submit reports on HR activity
- Prepare formal letters for employees such as the embassy, NSSF, university, and banks
- Prepare attendance for all employees and transfer it to the finance department through Oasys system

Apr '18 – **MINDFREE CONSULTING** - *Recruitment Associate*

Sep '18

- Conduct market studies for potential new clients, schedule meetings with them to get a clear view on their industry, what they do, their work culture, and hiring needs
- Receive position brief from client
- Target employees of competitor companies after a thorough market study
- Create a large pipeline with matching profiles using different sources such as linkedin, bayt, and naukri
- Identifying and approaching candidates who may already be in work through headhunting
- Screen pipeline, contact top candidates, interview, and shortlist
- Conduct background checks of the shortlisted candidates before submitting to the client
- Present top 5 candidates for each role along with a detailed profile summary of each candidate
- Schedule interviews between candidates and clients

## EDUCATION

2018 – 2020 • **Lebanese American University**

*Master of Science in Human Resources Management*

2014 – 2017 • **Lebanese American University**

*Bachelor of Arts in Psychology*

• Honor's list: Fall 2014, Spring 2015 & 2016, Fall 2016, Spring 2017, and Fall 2017

## SKILLS & LANGUAGES

- Fluent in English and Arabic – basic in French
- MS Office Word, Excel, PP, IBM SPSS software

## CERTIFICATES

2020 • **Human Resources: Payroll**

2020 • **Developing a Diversity, Inclusion, & belonging Program**

2020 • **Communication & Interpersonal Skills**

2019 • **EMEA Acquiring Talent**

2018 • **Lie Detection**

- Word expression through statement analysis
- Physical expression

2018 • **Diversity & Inclusion**