

Ali Aleywan

Beirut, Lebanon

Phone: + 9613511844

Email: alialeywan@gmail.com

Objective

I aspire to be part of a team where I believe my over 9 years in comprehensive human resources experience including staff recruitment and placement, training analysis and design, employee relations management and policy and procedure implementation could be an added value to the company. I want to be part of a dynamic diverse institution where I can broaden my horizons and enrich my capabilities. I would like to explore different industries in diverse sectors to have a more insightful experience.

Experience

Glassline Industries S.A. L (June 2018 – August 2019)

Chweifaf- Lebanon - HR Manager

- Managing the recruiting process for all Glassline projects, factories and offices in Lebanon and abroad.
- Developing job descriptions, screening, interviewing, shortlisting, and the recruitment of all regional and international project staff.
- Handling mobilization and demobilization for all projects in Lebanon and abroad
- Managing and handling all company accounts on various recruiting platforms and websites
- Screening CVs / shortlisting / selecting / interviewing candidates
- Managing employee records and employee performance appraisal
- Overseeing and controlling succession plans for all departments
- Developing company policies and procedures and ensuring their proper implementation
- Issuing, administering and managing employee contracts
- Drafting company letters and attestations
- Coordinating and following up with Ministry of Labor and National security.
- Overseeing and controlling employee, attendance / leaves

Consolidated Contractors International Company S.A. L (April 2016 –August 2017)

Abu Dhabi, United Arab Emirates - Senior HR Administrator (Area Office –UAE)

- Monitoring the in-house Government Formalities Tracking System (GFTS)
- Administering and managing employee recruiting process

- Coordinating with consultants to maintain and update senior staff CVs
- Tracking employees' evaluation and appraisals forms through the electronic Performance Management System (ePMS)
- Supervising labor camp staff, and verifying operation records and invoices

Consolidated Contractors International Company S.A.L (April 2013 – March 2016)

Abu Dhabi, United Arab Emirates- HR Administrator (Managing Office Athens)

- Developing and preparing the user manual for the in-house electronic Personnel Record Status system(P10)
- Providing support and transferring knowledge to users on the in-house electronic Personnel Record Status system (P-10)
- Assisting in the implementation of and follow-up on the in-house Performance Management System ("ePMS")
- Guiding, directing and monitoring implementation of in-house Camp Administration system
- Assisting in formulating new Company Policies and Procedures
- Implementing of Hay's job evaluation methodology on new generic job descriptions
- Preparing Periodic Status Reports

Spectron LLC, Monty Holding (November 2012 – February 2013)

Beirut-Lebanon - Intern – Account Management, Carriers Department

- Establishing contact and building business relationships with various service providers
- Exchanging Rate Lists of international voice termination services offered by the company
- Sealing business deals with clients to create traffic

Saudi Oger Ltd (April 2009 – November 2011)

Jeddah, KSA -Private Project Construction Division PPCD & HR Representative on site

- Preparing Manpower Daily Reports (MDR)
- Coordinating with Cost Control and Accounting teams to check for errors in MDRs
- Coordinating with the company's attorney to track employees' evaluation
- Coordinating with the Accounting Department on site for employees' vouchers

Saudi Oger Ltd (July 2008 – March 2009)

Jeddah, KSA - Human Resource Management Division & HR Coordinator-Employee Relations

- Preparing several requests forms for employees
- Processing and administering leave requests, staff relocation forms, and Visa requests
- Administering and managing employee contracts, leave requests, staff relocation forms, and visa requests

- Reviewing and referring of employees' benefits requests
- Preparing Circulation Letters
- Filing and data management

EDUCATION:

Continuing Education Program at (LAU) Feb 2020 – July 2020

- Digital Marketing Diploma

Continuing Education Program at (LAU) DEC 2017 – Oct 2018

- Human Resource Management Diploma

Lebanese American University Fall 2004 - 2008

- Bachelor of Science in Business Management

Rawdah High School 2003 - 2004

- Lebanese Baccalaureate II in Humanities

Deutsche Schule Beirut 1988 - 2003

- Elementary and Secondary education

LANGUAGES:

Arabic – English – German - French

SKILLS:

- Microsoft Office (Excel, PowerPoint, Word)
- Critical Thinking
- Problem Solving
- Team management