

Rania C. ABSI

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Nationality: Lebanese/Armenian

CAREER OBJECTIVES

Skilled and experienced Human Resource professional with an interest in building the most effective workforces possible and a productive environment looking after the wellbeing of the team. During my experience, I have achieved in helping the Senior management in spreading the company's focus and culture. I have a wide range of experience covering team management, handling, and solving employees' concerns, writing, implementing, and enforcing policies and procedures, establishing, and managing the recruitment system, launching, and managing the performance and development reviews process. Currently seeking a role in a progressive organization where superb planning, monitoring, employee evaluation, and management skills will be fully utilized

WORK & TRAINING EXPERIENCE

Schindler Group | Antelias, Lebanon

September 17, 2018– Present

- Talent & Development Manager LEB & CAI and Compliance Officer LEB April 2021 – Present
 - Detect, develop, and prepare Talents at all levels for greater responsibilities
 - Establish internal policies regarding employment conditions (welcome, induction, promotion, regional assignments, job rotation, coaching, etc.)
 - Attract the right people to the company
 - Program Manager for several development and training programs on regional and international level
 - Prepare the general training budget and plan, detecting training needs and informing the appropriate department managers
 - Conducting / supporting compliance training, in coordination with Code of Conduct Compliance and participate in audits
 - Manage the Internal Talent process according to the Human Resources policy, identifying people with potential for management
- Human Resources Manager & Compliance Officer September 2018 – March 2021
 - Support the organization by providing adequate policies, effective tools and systems and ensures their consistent and fair applications in Human Resources management
 - Identify, promote and implement best demonstrated Human Resources practices and support the implementation of other best demonstrated practices across the organization
 - Ensure effective and truthful communication with all employees
 - Provide assistance, guidance and tools necessary to select, retain and develop adequately qualified employees.

Phoenicia Intercontinental Hotel | Beirut, Lebanon

September 2013 – September 16, 2018

5 Stars Hotel – Part of the Intercontinental Hotels Group
Human Resources Department

- Personnel Manager May 2017 – September 2018
- Talent Resourcing Coordinator September 2016 – April 2017
- Talent Resourcing Senior Supervisor January 2016 – August 2016
- Human Resources Supervisor September 2013 – December 2015

Crowne Plaza Hotel | Hamra, Lebanon

September 2012 – August 2013

5 Stars Hotel - Part of the Intercontinental Hotels Group

- Human Resources Officer in the Human Resources department

Holiday Inn -Dunes | Beirut, Lebanon**December 2010 – August 2012**

4 Stars Hotel- Part of the Intercontinental Hotels Group

- Human Resources Officer in the Human Resources department
- Guest Relations Agent in the Front Office department

March 2012 – August 2012

November 2010 – February 2012

The Westin Langkawi Resort & Spa | Langkawi, Malaysia**Summer 2009**

5 Stars Hotel- Part of the Starwood Hotels & Resorts

- Internship in the Rooms Division department

EDUCATION

Morgan International | Beirut, Lebanon

- SHRM – Candidate for Senior Certified Professional

Sagesse University | Furn El Chebbek, Lebanon

2017

- Master of Business Administration – Human Resources & Management Concentration (Thesis to be submitted)

Sagesse University | Ashrafieh, Lebanon

2010

- Bachelor of Science in Hospitality Management *with the Academic Certification of Ecole Hôtelière De Lausanne, Switzerland*

RECOGNITIONS

Holiday Inn -Dunes | Beirut, Lebanon

- Employee of the Month of November 2011

Crowne Plaza Hotel | Hamra, Lebanon

- Employee of the Month of December 2012

Phoenicia Intercontinental Hotel | Beirut, Lebanon

- Team of the Month of November 2013 (Personnel Team)
- Team of the Month of June 2015 (Human Resources Team)
- Team of the Month of July 2016 (Human Resources Team)

TRAININGS AND PERSONAL DEVELOPMENT

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| • Service Leadership program - Leadership Skills | • Competency Based Interview (CBI) |
| • Managing Training & Development | • Presentation Skills |
| • Craft Training Certificate – On the Job training | • Taxation Law Workshop |
| • Group Training Certificate – Train the Trainer | |

EXTRA CURRICULUM ACTIVITY

Language Skills: Arabic, English, French, Armenian

Computer Skills: Success Factors, SAP, Time Management, SETS Solutions, H Pro Com, Micros, Fidelio, IBM, Light Speed, Opera, Microsoft Office

Hobbies: Sports, Swimming, Dancing