

Ghadi Abi Merhi

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Nicosia , Cyprus

Summary

Experienced human resources professional with a broad range of skills in various aspects of HR practices and processes. I have extensive experience in guiding startup operations, handling employee data, developing and implementing company policies, job design, recruitment, employee relations, compensation and benefits, and administration.

LinkedIn

<https://www.linkedin.com/in/ghadi-abi-merhi-687b4761/>

Skills

Human Resources Management, Talent Acquisition, Performance Management, Organizational Development, Employee Relations, Compensation & Benefits, Reporting, Onboarding, Analysis Skills, Flexibility, resilience & agility, Quality Control, Leadership Experience, Conflict Resolution, Emotional intelligence, Communication skills, Negotiation

Experience

MENA Human Resources Manager

Agence France-Presse • Nicosia, Cyprus

11/2022 - Present

I am currently employed at a global news agency and my role involves overseeing human resources practices in the MENA region.

- Implement HR policies to create a diverse and inclusive work environment, which covers areas such as recruitment, training, career development, teleworking, harassment, and discrimination management.
- Manage employee mobility within the region and act as the primary point of contact for all regional employees.
- Identify the projected human resources needs for journalists and support functions, as well as handle the recruitment and onboarding processes for local staff.
- Work closely with regional and administrative manager to design competitive compensation packages and update employment contracts.
- Oversee the training plan, guarantee compliance with regulations and internal working hour policies, and supervise absences within my scope of responsibility.
- Coordinate with social organizations, health insurers, and pension funds to provide comprehensive employee benefits.
- Consolidate personnel data, generate HR reports, and update HRIS.

Human Resources Officer

ZainTech Solutions FZ-LLC • Beirut

01/2022 - 11/2022

Working remotely as the HR Officer of a newly founded subsidiary of the Zain Group. Handling HR activities at various locations in the region.

- Responsible for recruitment by preparing job descriptions, publishing advertisements, managing the recruitment process, conducting interviews, and updating the recruitment tracker and applicant database.
- Create and implement an onboarding plan, conduct exit interviews, and lead onboarding sessions.
- Develop training and development programs.
- Maintain employee files following policies and legal requirements.
- Review labor laws, working conditions, and benefits to ensure legal compliance.
- Responsible for the implementation of the Oracle HR system and self-service area.

Human Resources Consultant

NXN • Beirut
12/2020 - 01/2022

I worked remotely as an HR consultant for a Dubai-based digital consulting and solutions provider. Supported the company in its HR practices and functions.

- Actively participate in the recruitment process by preparing job descriptions, posting advertisements, managing the recruitment process, conducting interviews, and updating the recruitment tracker and applicant database.
- Support the development and implementation of HR initiatives and systems.
- Revise HR forms, policies, and procedures and oversee onboarding plan, exit interviews, and onboarding sessions.
- Develop training and development programs.
Assisting with performance management processes.
- Maintain employee files per policies and legal requirements.
- Review labor laws, working conditions, and benefits to ensure compliance with legal requirements.
- Participate in Mercer market data collection.

Human Resources Administrative Officer

IPT Powertech Group • Beirut, Lebanon
07/2018 - 04/2020

In Lebanon, I managed HR & Administration and implemented Microsoft Dynamics NAV, also setting up four offices.

- Managed computerized HR administration systems (Microsoft Dynamics NAV) and databases to collect and analyze employee files and data.
- Recruited, and oversaw 100 employees by conducting job interviews, exit interviews, and leading onboarding sessions.
- Prepared and analyzed payroll, HR monthly reports, HR dashboards, phone and fuel card allocation reports, and leave records.
- Implemented departmental policies and procedures, and explained regulations and legal limitations to employees and management.
- Conducted regular performance evaluations and established a KPIs system for all employees.
- Determined individualized training plans for each employee and department.

Human Resources Administrative Officer

IPT Powertech Group • Erbil, Iraq
04/2012 - 07/2018

Played a crucial role in setting up the HR department in Iraq, overseeing 200 employees, and establishing comprehensive HR and administration policies and procedures covering various key areas.

- Maintained employee files and records in both electronic and paper forms.
- Prepared employment contracts, salary certificates, employment letters, employment offers, warnings, and existing settlements.
- Streamlined the recruiting and hiring process by conducting interviews, screening applicants, and verifying references.
- Administered monthly payroll, HR monthly reports, and HR dashboards.
- Managed a yearly performance appraisal for all employees.

Education

Bachelor Degree in Business Management

Saint Joseph University USJ • Tripoli
02/2012

Languages

Arabic, French, English