

CURRICULUM VITAE

Family name : **KHALIFE**
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PROFILE:

Strategic Human Resources Professional and Leader Trainer with 35 years' experience in multicultural / multinational environment. Have worked under pressure meeting deadlines with accurate results. I led my teams to achieve required tasks, motivating them and increasing their performance through necessary training and coaching.

Certified Profiles International Assessor.

CBI certification: Targeted Selection. Development Dimensions International

International Leader Trainer.

Fluent in Arabic, French and English.

PROFESSIONAL EXPERIENCE:

HRBP (Human Resources Business Partner) Instructor at the Lebanese American University (LAU), Beirut, from May 2014 to Dec. 2016.

From February 2017 to date:

Free-Lancer HR consultant.

- **Project Coordinator** for Provision of Capacity Building for the Fishermen Cooperatives Members
Supported by the UNDP for the Ministry of Agriculture.
July – October 2019
Project coordinator and trainer for two fishermen cooperatives.
The project consists in a series of 9 training topics given at the rate of one day for each topic and 2 days coaching and support over the laps of 3 months.
- **Project Manager** for Colleges of Excellence /KSA CBC Program.
March-May 2019
The program covers:
 - **360 degrees Behavioral Assessment** for **125 Leaders** of **25 Training Units** (that involve managing 850 assessment actions)
 - **Debrief** on the 360 degrees assessment and **Competency Based Interview** for the **125 Leaders**
 - Personality Assessment (ESCI) for **125 candidates** in **25 Training Units**
 - Professional Assessment (Talent Q) for **715 candidates** in **25 Training Units**
 - Technical Assessment (E-Skills) for **715 candidates** in **25 Training Units**
 - Competency Based Interview for the **125 Leaders**
 - Consolidated Report Results of the **25 Training Units**
 - Consolidated Individual Reports for all **715 candidates** in **25 Training Units**

The tasks of the Project Manager included:

- Daily follow-up and reporting to client on level of achievement and advancement of the project.
- Trouble-shooting problems on the spot to facilitate the process and secure proper project environment.
- Coordinating with Team Members and Assessors in Lebanon, and other project team members in KSA.
- Weekly Status Report to client with key information and steps.
- Follow-up with Assessment Service Providers to smooth and facilitate process and project. Trouble-shooting problems and recommending solutions. Managing and administrating Technical Skills Assessment center.

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- Consolidating reports of results of all Leaders and Participants involved in the CBC Program for the **25 Training Units** covering the entire above population.
- The end result of the 550 consolidated reports include CBI report, E-Skills report, ESCI report, Talent Q report in both Arabic and English.

Debriefed 13 Leaders on their 360 degrees Behavioral Assessment results and performed with them a Competency Based Interview.

- **Consultant** for a Beauty company in Qatar.
February-May 2018
The project covers:
 - Doing an HR and Process audit
 - Designing a Policy & Procedures for the company
 - Designing and implementing a Training Program
 - Analysing salary scheme and designing/implementing an incentive scheme for staff.
- **Consultant** for a Retail company in Lebanon.
Nov 2017 - Jan 2018
The project covers:
 - Designing HR Policy & Procedures
 - Designing and Implementing Training & Development program for Managers and Sales force.
- **Leader Trainer** for the Lebanese Scouting Federation
Feb 2012 to date
The tasks include:
 - Designing, implementing and leading Trainings for Leader Trainers (level 4)
 - Designing, implementing and leading Trainings for Trainers of Unit Leaders (level 3)
 - Designing and training Unit Leaders (level 2)
- **Leader Trainer** at the **World Organisation of Scout Movement**
April 2018 to May 2020
 - Member of Adults in Scouting international unit responsible of creating a Development Framework for adults in scouting.
 - Leader of the Sub-Team "Wood Badge Framework", a very specific leadership development line for adults (part of the Adults in Scouting unit).

The task consists in creating development tools for the adults that are members of the scouting movement worldwide.

- **HR and Training consultant** for various training interventions.

From June 2014 to Jan 2017:

Company : BATCO GROUP (Badwi Azour Trading & Contracting s.a.l.) www.batco-group.com
Type of business : Infrastructure contracting and construction, waste management, water treatment (Lebanon, UAE, Oman, Nigeria).
Position : Corporate HR Manager.

From Dec 1, 2001 to Dec 31, 2012:

Company : **Chalhoub Group, In K.S.A.** (Dec 2001 to Jul 31, 2011) and **Kuwait** (Aug 2011 to Dec 2012)
Type of business: Distribution and Retail of the finest luxury brands in Perfumery, Beauty FMCG, Cosmetics, Fashion, Table wear, Gifts, Jewellery, Media and Advertising...
Position : Human Resources Manager.

From 99 up to 2001:

Teaching Human Resources Management at Pigier Centre from 1998 to 2001 (3 years).
Teaching Strategic Management at Pigier Centre from 1999 to 2001 (2 years).

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Animator of professional Seminars at Pigier Centre, the most interesting one was with the middle management of F.M.T.L. (Lebanese GSM provider), Feb. 2000.

From August 1, 96 up to Nov.2001::

Company : Management Consulting Group (s.a.r.l) - MaCG. **(Lebanon)**
Type of business : Management and Quality Assurance consulting for Companies..
Position : Partner and Executive Manager.

From Jan 1, 99, up to Nov. 2001:

Company : Heald Trading Company. **(Lebanon)**
Part of a group of companies including also:
Linkers Groups s.a.l. (Maytag brand white goods sole distributor)
Mangroup s.a.r.l. (Norge brand white goods sole distributor)
Type of business : Hoover and Dunlop tyres sole distributor.
Position : Management Information System Manager.

SKILLS:

Certified Profiles Assessor.
HR Management
Talent Management
Learning & Development
Performance Management
Comp. & Ben. Management
Change Management
Strategic Recruitment

EDUCATION:

D.E.A. Degree in Business Administration (Ph.D. program, part 1), September 89.
Université St. Esprit - Kaslik - Lebanon, Faculty of Commercial Sciences.
Option: Strategic Planification of the Enterprise / Human Resources Management.

Master in Business Administration,
Université St. Esprit - Kaslik - Lebanon. 1987, Faculty of Commercial Sciences.
Option: Gestion Industrielle / Human Resources Management.

Bachelor in Business Administration, Université St. Joseph, Beirut, Lebanon, 1985.

SPECIAL COURSES and TRAININGS:

- Certified Profiles International Assessor: Profiles International, March 2019
- Base Pay Management, Worldatwork, Abu Dhabi, August 2009.
- Leadership Executive Advanced Program, Ecole Supérieur des Affaires ESA, Beirut 2008.
- Cycle ESAPro Ressources Humaines, Ecole Supérieur des Affaires, Beirut. 2007.
- Human Resource Executive Program (Dubai) Michigan Business School. 2004.
- Led and Animated several International Courses for Leader Trainer and Assistant Leader Trainer with W.O.S.M, Lebanon, since September 98.
- International Course for Leader Trainer, World Organisation of Scout Movement. France, August 91.

EXTRA-PROFESSIONAL ACTIVITIES:

Member since 2018 of the international unit responsible to set the world wide training framework of "Adults in Scouting" in the World Organisation for Scout Movement.

SOCIAL ACTIVITIES:

Member of the **Scouts Du Liban** association, World Organisation of the Scout Movement, Lebanon.
Volunteer Senior Trainer in Scout Movement.
Volunteer at Adults in Scouting international team, Word Scout Bureau.