

Halah Al Dia

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OBJECTIVE

Seeking a pursuing career with a progressive organization where I can utilize my key strengths and skills in order to positively contribute to the growth of the firm and improving its profitability as well as gaining further experience.

PERSONAL INFORMATION

Nationality	:	Lebanese
Place and Date of Birth:		Kuwait 15/06/1993
Gender	:	Female
Marital Status	:	Single

EDUCATION

- **MA in Human Resources Management – Lebanese International University**
In Process
- **BA Graduate in Early Childhood Education – Lebanese International University**
June 2016
- **BA Undergraduate in Interior Design – Lebanese International University**
June 2015

COMPUTER SKILLS

- **Microsoft Office:** Fluent Knowledge in: Word, Excel, Access, PowerPoint and Outlook Express
- **Payroll System (Paypoint).**

EXPERIENCES

1- **Human Resources & Payroll Officer at Glassline Industries – January 2019 till the present date.**

1. Personnel

- Creates and maintains employee files (Hard and Soft copy), including:
 - a) Personal/legal documents

- b) NSSF documents
- c) Contracts
- d) Diplomas and training certificates
- e) Copies of requests for Vacations / Leaves
- f) Copies of warnings
- g) Original Employment Sheet

- Updates all employee files with any status or pay change.
- Reviews through the system the implementation of HR policies (attendance, absence, and leave) and submits reports highlighting discrepancies to the HR and Administration Manager.

2. Payroll

- Review the attendance report for Administration, factories and sites, prepare, issue the monthly payroll (for more than 400 employees) through customized payroll program and submit it to be reviewed by the HR/Administration Manager and Accountant manager.
- Prepares and review the monthly phone report and log.
- Updates the employee costing sheets.
- Coordination with the Cost control department to ensure that all timesheets (installation/production/engineering/PM) are entered into the Job Costing system in due time and that they match the actual payroll.

3. Safety

- Prepares and analyze a monthly resume table for all the accidents on sites and factories and submits them to HR/Administration Manager for final review and actions.

4. Employee Documentation Requests

- Follows up the all NSSF documentation of all employees not limited to NSSF enrollment, terminations and family allocations status and updating the relevant information on system.
- Prepares the employees requests for:
 - a. Employment Certificates
 - b. Embassy letters
 - c. Other HR related documents such as period attestation etc.

5. Reports:

- Provide monthly and weekly reports:
 - a) Monthly comparative Payroll.
 - b) Attendance and leave logs.

- c) Work accident reports.
- d) Employees costing reports.

2- Human Resources Coordinator and Administrator at Cetco Group sal – August 2016 till November 2018.

- Assisting day to day operations of the HR functions and duties.
- Providing administrative support to the management.
- Responsible of coordinating with the managers regarding the proper implementation of policies and procedures implemented by the company.
- Responsible for organizing the upper manager's personal schedule. (Appointments, events, traveling schedule, meetings...)
- Responsible of the employees related scenarios that could lead to the retention of the employee not limited to the attendance, changes in the work environment, compensation and incentives.
- Responsible for the hiring process, not limited to coordination with HOD, job posting, candidate selection and shortlisting and conducting interviews.
- Responsible for the induction of new incoming staff.
- Ensure employee files are logged, updated and well-kept in all operational countries.
- Sourcing and ordering stationery and office equipment.
- Responsible for booking traveling packages for the upper managers and employees. (Tickets, visas, hotel bookings, transportation...)
- Responsible for Local and international employees' contracts.
- Assisting the marketing department in all company events.
- Responsible for submitting all requested paper work for NSSF.

LANGUAGES

Arabic – Fluent in speaking, reading and writing (Native Language)

English - Fluent in speaking, reading and writing

French – Fair in speaking, reading and writing.

Turkish - Fair in speaking, reading and writing.

Portuguese – Fair in speaking and reading.

References are available upon request.