

Rim Tannir

SHRM-CP Human Resources Manager

CONTACT



(+961) 3 437829



Rim.tannir@gmail.com



Mount Lebanon, Bchamoun,
Tannir Bldg. 1st floor



<https://www.linkedin.com/in/rim-tannir-96a44518/>

PROFILE

- Strategic and innovative HR professional, translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement.
- Change Management for HR initiatives, organizational development, HRIS technology, and corporate transformations.

EDUCATION

Masters in Management- Saint Joseph University (USJ)
Beirut/Lebanon
2011

Bachelor in Business Management- Saint Joseph University (USJ)
Beirut/Lebanon
2009

HR Qualifications

HR Best Practice
Employee Relations & Diversity
Talent Acquisition
Staff Coaching & Mentoring
Organizational Development
Performance Management
Leadership Development
HR Policy, Process & Systems Design
Compensation & Benefits
Change Management
Workforce Planning & Development

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES MANAGER

Calia Group- Fashion retail company with +400 employees / 2019 - Present

- Oversee the human resources department of 4 team members and their various functions.
- Create and implement HR vision, sustainable HR infrastructure, systems, processes, and practices.
- **HRIS Technology:** Drove transition from outdated HR systems into a fully integrated HRIS platform. Improved analysis, reporting, and planning capabilities while streamlining daily HR functions.
- **HR Operations:** Consolidated HR functions previously managed by several different entities into a single consolidated department to manage all employees' affairs

TALENT PERFORMANCE MANAGEMENT

Calia Group- Fashion retail company with +300 employees / 2018 - 2019

- Introduce proactive employee relations and communications programs to resolve labor and management issues
- Introduced metrics-based performance management system with an emphasis on operating results. Spearheaded value-add employee recognition and awards programs as well disciplinary matrix. In addition to creating and following up on staff PDP and PIP
- Consolidated and update P&P's, company organization Chart
- Handling all exit interviews and analyzing causes and effects
- Responsible of the happiness committee at work
- Support recruitment and L&D when needed

LANGUAGES

Arabic: Mother Tongue

French: Fluent

English: Fluent- Business English degree,
GeorgeTown University Washington

PROFESSIONAL EXPERIENCE

CERTIFICATION

SHRM- CP
(July -2018)

Laughter Yoga Teacher
(March – 2016)

BFQ: Lebanese Regulations
(March- 2014)

Interests & Activities

Basketball, Swimming, Ski, Hiking,

Camping

Scout (1998 - Present)

Laughter Yoga

Reading

Volunteer Work

Marketing Executive - Self and
Social Betterment Association
Jan – June (2011)

Assistant project organizer
Municipal Development Association
(Coordinated and organized MDA's
Municipalities and Administrative
Decentralization seminar that took
place on the 11th of December,
2010) under the patronage of the
President of the Lebanese Republic
and the Lebanese Ministry of
Interior).
May-Dec (2010)

HUMAN RESOURCES EXECUTIVE

Global Concept - Fashion retail company with +80 employees / 2017 - 2018

- Introduce new recruitment strategy, staffing, and workforce development programs to meet advancements in product and operations knowledge, technology, and management.
- Analyze the requirement of organization "job Evaluation- Job Analysis".
- Create and manage the HR budget.
- Interpret policies and procedures to ensure company vision, mission and goals are achieved.
- Investigate and provide guidance on employee relations issues through mentoring and disciplinary process.
- Handle Performance Management Cycle
- Coordinate with lawyer and being up to date with the employment legislation to ensure regulatory compliance
- Create, update and register company internal law and working schedule
- Handle a full recruiting life cycle.
- Responsible for development, coordination and presentation of training programs for skilled employees.

Training & Recruitment Officer

Arab Bank P.L.C international bank with +250 employees (2012-2017)

- Consolidate country's training agendas and budgets within required timeframes.
- Run internal HR and Soft Skill training and manage country level relationships with training providers.
- Project Owner and T&D Mentor of an internal certification Program.
- Complete internal and external recruitments in accordance with the approved schedule, budgets and recruitment standards.
- Manage the performance appraisal process effectively according to the standards set by top management.
- Address complaints received from internal clients and ensure to resolve them in the minimal time possible.

Reference available upon request