

## Professional Profile

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Human Capital Administrator with over 3 years of professional experience in all aspects of human resources. Skilled at building and maintaining relationships and representing the shared company values. Played a vital role in the human resources through linking employee relations to recruitment and all organizational aspects.

## Career Summary

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**Online Money Transfer (Western Union), Lebanon**

**09/2017 - Present**

**Human Capital Administrator – Employee Relations & Administration**

### *Key responsibilities*

#### *Administration:*

- Provide administrative support to OMT employees by composing and distributing written e-mails, correspondences, letters, type memos, etc...
- Prepare and update administrative forms in compliance with internal policies when needed
- Review standardization of forms, policies, department's processes, etc...

#### *Employee Relations:*

- Assist in corporate events planning & coordination upon need
- Prepare employment, termination and transfer files
- Participate in the on-boarding cycle including employment, termination, promotion and transfer cycles
- Coordinate with the company's Dr. concerning the scheduled medical appointments
- Follow up with new joiners concerning the documents required to join
- Monitor staff attendance reports while ensuring adequate reporting to Human Capital Manager
- Control the vacation procedure for all employees
- Administer birthday e-mails for all staff
- Prepare administrative & HC forms

#### *Procurement:*

- Handle and control head office stationary needs
- Administer the ISF & Car washing reports on a monthly basis

#### *Recruitment:*

- Proceed with posting job openings according to a sourcing plan set by recruiters on employment websites & communicate job descriptions by e-mail to universities, technical institutions, associations, etc...
- Correspond with candidates by all communication means & ensure database is up to date & accurate
- Conduct research upon request that entail diversified categories that may include recruitment, database management and many other subjects
- Participate in screening & sourcing applicants
- Administer the sourcing list
- Administer the Talent Acquisition Monthly Report
- Maintain the probationary procedure for all new joiners

*Key responsibilities*

- Sell products to consumers.
- Check inventory to ensure product is in stock.
- Collect methods of payment and dispense change.
- Operate cash registers.
- Demonstrate internal and external customer service.
- Answering complaint sent by consumer.
- Set up display.
- Ensure pricing is correct.

## Education & Trainings

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- **Certification in Organization & Archiving Skills**
- **Bachelor's degree in Business Management** – Lebanese University – 2014 - 2017
- **Baccalaureate degree in Sociology & Economics** – Jesus & Mary School – 1998 – 2014

## Skills

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- **Employee Relations**
- **Talent Acquisition**
- **Communication Skills**
- **Interpersonal Skills**
- **Organizational Skills**
- **Customer Service**
- **HRIS**
- **ID Tech – Attendance Software**
- **Stock Management**
- **Microsoft Office**
- **Oracle**
- **Database Management**
- **Business Etiquette**

## References available on request

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