

LARA SARIEDDINE

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Personal Statement:

A forward-looking HR Professional who explored several HR trades like recruitment, compensation & benefits, and training and demonstrated a clear commitment to pursuing a career in the HR field. Known to have exquisite communication skills, which boosted the nurturing and maintenance of good employee relations in different company cultures and industries. My utmost goal is placing the Human Capital Department as the true mid man between my company's mission and employees' well-being.

Professional Experience:

BL Harbert International – New US Embassy Compound *Senior HR Generalist*

Beirut| May 2018 –Present

- Managed and Planned the recruitment and selection of the company's staff
- Administered and Implemented Internal Policies, procedures, and regulations in compliance with labor law
- Monitored Performance Management System
- Supervised employee relations issues and investigations and supported managers at all levels to successfully resolve difficult situations
- Maintained documentation for work permits, residency and other legal documents for 400+ foreigners
- Processed the monthly payroll by monitoring attendance & teams distribution
- Fostered special initiatives related to promoting employee welfare

MMG – Maintenance and Management Group *HR Officer*

Beirut| Mar 2016 – Apr 2018

- Performed the full Talent Acquisition for technical & administrative positions of all levels by: Advertising staff vacancies, assessing applications, interviewing applicants, conducting reference checks, preparing reports and making recommendations to management about staff appointments
- Committed to departmental KPIs in safeguarding a bench power of candidates that's 30% of headcount
- Contributed to Talent Management by facilitating onboarding, inductions, and probation evaluations
- Administered Payroll for a headcount of 150+ Employees using JD Edwards software
- Provided training and support to subordinates and new comers
- Collaborated with universities, technical institutes, and suppliers for recruitment purposes
- Facilitated employee satisfaction and managed recurrent performance evaluation for employees
- Developed Job Scorecards, Job descriptions, and promotional posters for existing & new positions

ICTN – International Consulting and Training Network *Talent Acquisition Specialist and Researcher*

Beirut| Jul 2015 – Mar 2016

- Performed the full Talent Acquisition Process: Sourcing, Screening, Conducting Interviews etc. for Management-level, associate, and senior level positions
- Developed Recruitment Database to keep track of applicants
- Developed the content of Experiential HR Workshops delivered by ICTN using multiple sources: Content Included: Trainers Guide - Trainees Manual - Activities - PowerPoint Presentation

Workshops Developed:

Strategic Human Resources Management - Manpower Planning & Quality Control
Strategic Compensation & Benefits - Recruitment & Selection

Deloitte & Touche (M.E.)
Human Resources Intern

Beirut| Jan 2015 – Mar 2015

- Reconciled employees learning history
- Assisted in Recruitment process (Interviews-Assessments)

Sehnaoui Plant Group
Part-Time Human Resources Analyst

Beirut| Oct 2014 – Dec 2014

- Developed an Employee Handbook
- Designed a competency – based training program for employees

Intercontinental Phoenicia Beirut
Human Resources Intern

Beirut| May 2014 – Jul 2014

- Conducted recruitment events
- Prepared Payroll for full timers on SETS and for non-contractual on a customized system
- Coordinated human resource plans and procedures for all company personnel
- Supervised the development & implementation of policies and procedures
- Prepared and organized employee files and other department related documents

Education:

American University of Beirut (AUB)

Beirut, Lebanon|2013-2015

Bachelor of Business Administration (BBA), concentration in Human Resource Management

Amjad High School

Choueifat, Lebanon|2000-2012

Lebanese Baccalaureate in Sociology & Economics

Extra-Curricular Activities:

- Completed Human Resource Management and Leadership - Macquarie University (Coursera) -2020
- Completed the Lebanese Labor Law & NSSF Training by Mira- Cle
- Member of the AUB Outdoors Entertainment Team and Campus Yearbook Team
- Volunteer at the Children's Cancer Center of Lebanon
- Participant in the "Steer up Career" workshop by Injaz: Received a certification in Leadership Skills
- Hobbies: Cooking, Photography, Swimming, and reading business articles

Skills:

- Languages: Fluent in Arabic and English with basic knowledge in French
- Software and Computer Skills: JD Edwards by Oracle, SETS, Microsoft Office, and Database Management