

## RABIH JEAN TURKIEH

### PROFESSIONAL EXPERIENCE

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December 2008 till Present

➤ **Nini Hospital s.a.l (500 employees)**

Tripoli

***Administrative Manager (August 2016 till Present)***

Supporting the Chairman of Board in taking steps to measure, improve and enrich the strategic management and entity position through various goals and objectives. Executive-level advisor and communication expert. Managing all tasks and responsibilities delegated by the Chairman of Board.

***Human Resources Manager (December 2008 - August 2016)***

Planning, directing and managing out the Human Resources Department policies, procedures and overall functions related to all phases of workforce activities aiming to maximize the strategic use of existing Human Capital in alignment with the hospital strategic objectives. This includes and not limited to Recruitment Process, Induction and Orientation, Performance Management, Employee relations, Training, Development and Succession Planning, B&C, Implementation of HRIS system.

January 2011 till Present

➤ **Waznat Consulting**

Beirut

***Freelance consultant***

Waznat Consulting, the leading educational development firm in Lebanon. In charge of developing HR culture. Assignments included: drafting HR manuals, writing HR policies, developing a training program for staff, working on salaries scale, bonus and other reward system, introducing the concept of needed skills vis-à-vis required knowledge, and leading efforts of HODs and subject matter coordinators on founding reporting system.

September 2021

➤ **Université Saint-Joseph (USJ)**

Beirut

Lecturer in Human Resources Management Digital Tools for HR Management course at the Faculté des Lettres et des Sciences Humaines, Leadership and Human Resources Management Master Program.

October 2004 – Till present

➤ **St. Elie**

El Mina

***Economy Instructor***

Teacher of General Economy and Economy of the Enterprises. Preparing them for the official exams of economy for the Lebanese Baccalaureate.

2016 – 2017

➤ **Morgan International (University of Balamand)**

Beirut/Koura

***SHRM-CP / SHRM-SCP Instructor***

Instructor and facilitator for the Society of Human Resources Management (SHRM) Learning System at the University of Balamand (UOB) for the Certified Professional (CP) and Senior Certified Professional (SCP).

➤ **Administrators Management & Consultancy s.a.r.l**

Beirut

**Human Resources Consultant:** September 2007 – September 2015

Implementing the Human Resources Organizational Design by writing and applying all related Policies & Procedures. Providing training, consultation and guidance to management regarding workforce and employees labor relations issues.

Developing and delivering Human Resources related training programs, orientation, hiring/recruitment, performance appraisal etc, Performing data analysis, developing reports and recommendations in addition to other related activity for the following organization (*Projects between 2007 and 2010*):

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|------------------------|----------------------------|---------------------|
| ▪ Mayrig s.a.l         | Armenian Food Restaurant   | Beirut              |
| ▪ Aghasarkissian s.a.l | Home Appliances Society    | Beirut              |
| ▪ Pure s.a.l           | Noir Night & Lounge        | Beirut              |
| ▪ Caliprix s.r.l       | Imp/Exp Alimentary Product | Bucharest – Romania |

➤ **Abdul Rahman Hallab & Sons 1881 (550 employees)**

Tripoli

**Human Resources Manager:** September 2007 – December 2008

In charge of managing, developing and implementing Human Resources policies, systems and procedures, including manpower planning, recruitment, employees relation, grading structure, employee manual in addition to administering benefits and compensation schemes to enhance employee morale, motivation and performances appraisal in coordination with the company strategic objectives.

Working on franchise project and ISO 9001 & 24000 with all aspects related to Human Resources.

➤ **Hospital Services Corporation s.a.r.l - (HSC) – Biomedic**

Beirut

**Operation Manager (Nini Hospital, Mazloun Hospital, St. Georges Ajaltoun & Clinique du Levant):**  
April 2004 – May 2007

In charge of straighten out all plans and studies necessary for the establishment and implementing a new project, including execution of Quality Management Standards & procedures focusing on the ISO 9001- 2000 and the Accreditation needs.

In charge of HSC Human Resources including interviewing, selecting & recruiting employees. Handling all files concerning staff, also responsible of training & follow up with competency testing & performance appraisal. Creating, customizing and monitoring job description and personnel payroll.

➤ **The Experimental Group for lebanocom  
(HITEK Magazine – ARABCOM)**

Hazmieh, Dubai, UAE & Doha, Qatar

**Manager of Lebanon's regional office:** November 2003 – January 2004

Coordinating the job between Lebanon's office and Dubai's office in organizing the conference and exhibition "The First PDA Pocket PC Summit for the Gulf Region".

**Assistant Project Manager:** October 2001 – May 2002

In charge of organizing ARABCOM 2002, the Arab forum and expo for telecom and IT that was held in Doha-Qatar from 21 till 24 April 2002, recruiting employees for Lebanon and Dubai office.

**Business Coordinator:** January 2001 - August 2001

In charge of coordinating the job between the company's different departments and assisting in organizing ARABCOM 2001, the Arab forum and expo for Telecom & IT.

## ACADEMIC BACKGROUND

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2014 – 2018	ECOLE SUPERIEURE DES AFFAIRES (ESA) Doctorate in Business Administration ( <i>Partnership Paris 1 Panthéon-Sorbonne</i> )	Beirut
2006 – 2010	SAINT JOSEPH UNIVERSITY (USJ) Master in Human Resources Management	Beirut
Feb 09 – June 09	UNIVERSITY OF BALAMAND (UOB) CEP Certificate – Health Care Management	Tripoli
2001 – 2002	LEBANESE UNIVERSITY (LU) Expertise Diploma in Demography (Thesis not discussed)	Rabieh
2000 – 2001	LEBANESE UNIVERSITY (LU) Certificate of specialty in Demography	Rabieh
1996 – 2000	LEBANESE UNIVERSITY (LU) Bachelor's degree in Economics Sciences	Beirut
1994 – 1995	COLLEGE NATIONALE ORTHODOXE Lebanese Baccalaureate in Mathematics	El Mina

## COMPLEMENTARY INFORMATION

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**Languages:** Arabic: Native language  
French: Written, spoken and read very good  
English: Written, spoken and read very good

**Computers:** Microsoft Office: Word, Excel, MS Project, SPSS, Visio, PowerPoint, HIS...

## TRAINING (*Not Limited to*):

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- Comprehensive HR & Employee Income Tax & NSSF Seminar – TAXPERTS
- Strategic Planning, Making use of your Data, Self-Assessment – Syndicate of Hospitals
- Presenting Skills, Communication Skills, Team Building, Conflict Resolution – WAZNAT
- Finance for Healthcare Professionals, Level I & II – USJ
- The Strategic Social Responsibility Training – Expert Future Management
- ISO 9001:2000 – CSP, ISO 22000:2005 – SGS and ISO 26000:2010 – LIBNOR
- Negotiation Skills for Healthcare Professionals – ESA

## INTERESTS & ACTIVITIES

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- President of the Human Resources Association of Lebanon (HRAL) since October 2018. Executive Committee Member since July 2010.
- Member of the Lebanese Red Cross since 1996, Digital Fundraising Coordinator at north regional committee (2021), former EMS volunteer and instructor, First aid team from 1996 till 2008.
- All kind of sport: Aikido, Judo, Martial Arts and extreme sport as mountain climbing.
- Music and reading.

## REFERENCES

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*References are available upon request*