

LINA KHADDAGE
Achrafieh, Beirut
Mobile: +961 70988741
Email: lina_khaddage@hotmail.com

EXPERIENCE

CARMA OFFSHORE - HR & Admin Specialist

May 2016-Feb 2022

- Processing of monthly payroll, daily attendance reports and following up on employees' annuals leaves, sick leaves and holidays
- Ensuring the proper maintenance of personnel files & Follow up the update data in the information system
- Finalizing recruitment papers for new employees and gather all required documents in their files. – full onboarding process
- Issuing notification letters to employees regarding promotions, warnings, salaries...
- Managing contracts, monitoring and tracking of all transactions related to positions, recruitment, HR data, benefits, earnings/deductions, adjustments and ends of contracts
- Ensuring appropriate and timely actions for renewals of contracts, promotions, performance appraisals, contract reviews, renewals, and terminations; and ensuring timely notice to staff
- Maintaining employee benefits programs; recommending benefit programs to management; directing the processing of benefit claims
- Leading the implementation of the staffing needs assessment enabling the effective delivery of the work in Beirut Office
- Preparing certificates of employment& Job Offers for new candidates
- Following up on all issues related to the employees with third parties like NSSF & Bank
- Posting jobs on specific platforms
- Screening CVs of applicants for entry and mid level roles
- Sending assessments / technical tests for shortlisted candidates
- Interviewing job applicants Entry Level; review application/resume
- Preparing motivation events for employees
- Following up on In House, External Training and Internships

Pharmamed - HR Coordinator

April 2013- November 2015

- Manage Payroll process.
- Manage on Monthly basis the NSSF declaration &quarter basis the salary declaration.
- Ensure the proper maintenance of personnel files &Follow up the update data in the information system.
- Do the preliminary recruitment, finalize recruitment papers for new employees and gather all required documents in their files & orientation.

- Follow up the Check-In and the Check-Out procedures
- Issue notification letters to employees regarding promotions, warnings, salaries...
- Prepare certificates of employment & Job Offers for new candidates.
- Follow up all issues related to the employees with third parties like NSSF, Banks.
- Interview job applicants Entry Level; review application/resume.
- Develop and maintain relationship with employment agencies, universities, and other recruitment sources.
- Recommend, schedule training and development courses.
- Provide advice, assistance, and follow-up on company policies, procedures, and documentation.
- Prepare motivation events for employees.

Architech Lb SARL. - Personal Assistant for GM

2011-February 2013

- Perform all administrative duties in regards Management.
- Facilitate, attend, and support all meetings.
- Screen all calls and mails for the General Manager.
- Keep and organize the General Manager Agenda.
- Organize weekly departmental & monthly management meetings.
- Assist the General Manager in controlling the smooth operation.
- Handle the primary part of screening, recruitment.
- Keep records of all salary and other work-related employee welfare and attendance.

CONDAS INTERNATIONAL- HR Officer and Executive Assistant

2009- 2011

- Responsible for Payroll and CNSS declarations
- Responsible to handle and update employees' files (attendance, vacations, employee information sheet)
- Type correspondence, reports, and other documents
- Maintain Office files
- Open and distribute mail.
- Coordinate repairs to office
- Handling phone calls when necessary
- Taking care of guests when necessary
- Take care of the fax circulation.
- Taking care of travel/ Visa and hotel reservations.

EDUCATION

Lebanese University -2005-2008

Bachelor in Sociology

SKILLS

- MS Word, Excel, & PowerPoint.
- Outlook Express and Internet.
- HR System(CTS(city service), Visual Dolphin, and Soft mind)
- Accounting (Noria Program)

TRAINING AND CERTIFICATE

- June 2004- Development of Secretarial Skills – LAU
- JULY 2004 – AUG 2004: FNB – ALEY BRANCH TRAINING IN ALL DEPARTMENTS.
- JULY 2013: EFFECTIVE COMMUNICATION SKILLS
- NOVEMBER 2013: EMOTIONAL INTELLIGENCE.
- LECTURE IN FINANCIAL INTELLIGENCE – INTERNAL TRAINING AT PHARMAMED

- Visual Dolphin (Payroll Training)
- Soft Mind (Payroll and Recruitment Training
- November 2014: Tax on Salaries & NSSf training.
- March 2015: Communication skills
- June 2017: Email Etiquette
- November 2017: Pay Day Seminar – EDM
- February 2018: Payroll and taxation Training – Co-opain
- February 2021: Communication at the workplace
- February 2021: Business English

SKILLS

- MS Word, Excel, & PowerPoint.
- Outlook Express and Internet.
- HR System (CTS -City service), Visual Dolphin, and Soft mind)
- Accounting (Noria Program)

LANGUAGE

Fluent in English
Native in Arabic