

Reine Najem

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Work Experience

HR Officer – March 2017 till Present

Arab Bank PLC - Lebanon

- Recruitment, interview candidates, support potential candidates to undergo the recruitment tests, hiring process and induction for new recruits
- Monitor daily attendance records
- Handle the BDL required reports & tests and follow up with employees
- Manage employee's uniform
- Job posting and filling vacancies on bank's website
- Manage CV database to ensure proper information are logged on the system for future retrieval.
- Monitor retirement and potential resignations
- Manage the complete scorecard performance management cycle
- Implement training plan using E-learning, new hires & middle management programs
- Review training providers and find competitive
- Manage and monitor HR budget & took cost saving initiatives
- Maintain accurate HRMS data in sync with prototype ODs & related talent acquisition reports
- Perform HRMS data cleansing and updated all personal transactions & records (transfers, promotions, terminations, job titles, dependents record...)
- Maintain a high overall Audit rating and timely closure of Audit findings

Admin Executive - May 2016 till September 2016

Residence USJ - Lebanon

- Assisted students with registration and monthly settlements

Student Liaison - January 2016 till June 2016

USJ Student Affairs Office - Lebanon

- Informed the students on campus about the events happening in the university
- Provided participants and sponsors
- Maintained all logistic matters during the event

Education

Marketing Specialist Industry Training Program – Certification

Reach Academy & Schema Zone (2022)

Leadership & Human Resources Management – Masters

Saint Joseph University, Lebanon (2018)

Business Management – Bachelor

Saint Joseph University, Lebanon (2016)

Trainings & Webinars

- Digital Marketing Skills You Don't Learn at School - SchemaZone Consulting & Training Company
- Social Media Content & Management - USJ
- Lebanese Financial Regulations – ESA Business School
- Banking Ethics - ESA Business School
- Sitting Ducks' Negotiation' Coaching Program – Wydner Coaches
- Mental Candy Coaching Program - Wydner Coaches
- Fighting Money Laundering – Association of Banks in Lebanon
- Communicating with impact - Tammayz

Skills

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| HRMS, Taleo, People 365, Oracle Applications | New Hire Onboarding & Orientations | Employee Engagement, |
| MS Office, Excel | Interviewing Skills | Job Description Development |
| Performance Management | Job Evaluation | Policy/Procedures Structure & Analysis |
| Training Need Analysis | Rewards and Recognitions | Employee Relations & Grievance |

Languages

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| Arabic | Native |
| English | Fluent |
| French | Fluent |