

# DORRIAH ITANI

Senior HR Professional

## PROFILE

Senior HR with a background of 10+ years of experience in handling different aspects of Human Resource modules. Eager to utilize my expert knowledge in HR.

## CONTACT

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## EDUCATION

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### Rafik Hariri University (RHU)

2009 - 2011

Master of Business Administration

### Rafik Hariri University (RHU)

2001 - 2004

Bachelor of Arts in Business Administration (Marketing)

### SHRM (Society of Human Resource Management)

2013

PHR - Professional of Human Resource Certification

## WORK EXPERIENCE

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### Rafik Hariri University (RHU)

**HR Coordinator** June 2010-August 2014

**HR Manager** September 2014-August 2019

**Instructor of Human Resource Management** January 2017-Present

**Assistant Director of HR** 2019-Present

- Prepare the payroll for more than 300 staff and faculty members using Microsoft NAV Software.
- Prepare contracts for academic/non-academic members and job offers for temporary and permanent staff members
- Provide advice and consultation to University administrators and staff regarding policies and procedures.
- Ensure compliance with Lebanese labor law, NSSF, and university regulations regarding Human Resource activities.
- Recommend modifications regarding existing practices to management, and develop, coordinate, and implement changes as needed.
- Draft, finalize, and publish all HR related policies and updating policies when needed.
- Follow up attendance, absence, lateness, and leaves of all staff members.
- Prepare indemnities for full-time faculty members.
- Prepare all NSSF related documents of new / resigning staff members and enroll employees in Ministry of finance.
- Reviewing Income tax declaration reports on quarterly basis.
- Administer health insurance plans including enrollments, changes, and benefits.

## SEMINARS ATTENDED

April 2019 Human Resource Forum at LAU.

April 2019 Mercer's Annual Total Remuneration Survey launch event.

October 2017 "The Global HR Trends Conference" in Istanbul

October 2017 Competency Based Recruitment Workshop by Standards.

February 2016 Performance Management Workshop by Formatech

June 2015 Taxation Law Workshop by Benchmark (Dr. Charbel Aoun)

February 2014 Advanced Labor Law Workshop by Benchmark (Dr. Charbel Aoun)

August 2013 Lebanese Labor Law Executive Workshop by Muhanna & Co.

December 2012 NSSF Executive workshop by Muhanna & Co.

- Prepare new candidate profiles and job descriptions in cooperation with concerned managers.
- Prepare advertisements to be published in the press (job postings, vacancies).
- Receive, evaluate, and filter CVs received from candidates.
- Perform first interview with selected candidates and forward recommendation to VP for Administration.
- Inform applicants of job duties, working conditions, pay, and benefits.
- Prepare and implement training and career development plans for staff members.
- Generate statistical data related to different HR activities.
- Prepare HR budget and budget of all compensations and benefits paid to staff and faculty members.
- Creating grading system and updating salary scale.
- Ensure proper filing and updating of all personal files.

### **Rafik Hariri University (RHU)**

**Divisional Assistant at College of Engineering** July 2007-May 2010

- Assist College Dean in daily activities and in report writing.
- Act as a liaison between College Dean, chairperson, and faculty members, and students.
- Maintain College and student records.
- Plan and schedule meeting and preparing minutes.

### **Kabbara & Associates**

**Research Analyst** October 2004-September 2005

- Performed the logistics for recruitment process for local and international companies.
- Contacted international suppliers and coordinate buying/shipping procedures.
- Conducted feasibility studies for residential projects.

**REFERENCES AVAILABLE UPON REQUEST.**

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