

Curriculum Vitae



Professional Experience

11/2022 – Present HR Business Partner, **Archlynk (Novigo + Krypt) SAP Digital Supply Chain, EMEA**

- Organization and coordination of all HR-relevant topics in the operative day-to-day business (preparation with service providers for payroll, personnel data management, certification and time management).
- Supervision of a defined group of employees in Germany and for additional employee offices in Europe
- Applicant management in recruiting from advertisement to hiring, together with managers and specialists, contract management
- Analysis, description, digitalization and continuous further development of HR processes and HR tools
- Coordination of personnel development measures, implementation of HR projects Communication (internal and external)

12/2020 – 09/2022 HR Generalist, **Millennial Fashion Group FZ-LLC by Saiid Kobeisy, Beirut/Dubai**

- Prepared letters of employment and other documents for embassies, consulates, banks and many other institutions upon employee's request
- Development and adaptation of personnel policies and procedures taking into account the changes in the environment.
- Payroll management; preparation and payment
- Organized and managed new employee orientation, on-boarding, and training programs

09/2013 – 12/2020 **HR and Administrative Coordinator, Lebanese American University**

- Provided HR and admin support to management on company policies and practices
- Managed all outsourced maintenance contracts
- Coordinated O&M bidding procedure for outsourced works (Contracts, schedule meetings, initiate requisitions for stakeholders...)
- Coordinated all recycling and environmental projects in collaboration with "L'ecoute" NGO

11/2014 – 01/2015 Interior Architecture Freelance, Lebanon

- Negotiated with client the AutoCAD & Sketchup designs to create custom project proposals in alignment with client budget, tastes, and timeframes
- Planned, designed, and furnished the chalet to create a unique comforting space
- Created and presented multiple design concepts

Education

11/2010 – 07/2013 **Bachelor of Arts in Interior Architecture - Lebanese University, Beirut, Lebanon**

Certifications

05/2020	The Fundamentals of Digital Marketing from Google Digital Garage
04/2013	Mental Bath Program from Wydner Coaches
07/2011	Communication Skills training from Alfa Telecommunications
In Progress	Certification in Human Resource Business Partnering from Human and Emotions: CHRMI
In Progress	Certification Course in Human Resource Management

Languages

German	Conversational Knowledge
English	Fluent
Arabic	Native language

Computer Skills

Tools	Office Tools (Word, Excel, PowerPoint, and outlook)
HR Tools	Microsoft Dynamics 365 Business Central, HRworks, Kimble Salesforce
Autodesk/Adobe	AutoCAD – Sketch up – Photoshop