

# ELISSAR ABBAS

## OBJECTIVE

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*Seeking a challenging position in the HR field where I can gain exposure and where my skills and experience could grow and be well invested*

## EXPERIENCE

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### **Oct 2022 – Present IDS (Integrated Digital Systems SAL)**

#### ***Human Resources Manager***

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Create and manage a performance appraisal system that drives effective development
- Assess training needs to apply and monitor training programs within the HRD
- Design training programs based on practical methods that include new learning technologies and training facilitators
- Support employee opportunities for professional development
- Manage the recruitment and selection process
- Counsel hiring managers on candidate selection
- Organize a comprehensive new employee orientation and engage new staff with onboarding process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Nurture a positive working environment
- Report to management and provide decision support through HR metrics
- Develop clear policies and ensure policy awareness
- Manage succession planning of staff
- Maintain the work structure by creating and updating job requirements and job descriptions for all positions
- Conduct and analyze exit interviews and make actionable recommendations based on data
- Create an employee benefits package for different employee groups, including remote and on-site employees
- Contribute to the preparation of the company's compensation and benefits plan
- Do all the follow up for all the National Social Security Funds related issues.
- Handle the monthly attendance and payroll
- Follow up on details of ISO procedures at the company

### **Jun 2017 – Jun 2022 BLOM Bank (Human Resources Division- Recruitment Unit)**

#### ***Talent Acquisition / Recruitment Specialist***

- Draft exercises, study indicators, rate competencies, and produce Assessment Center reports on regular basis
- Generate periodic and annual statistical recruitment and audit reports based on select criteria.
- Extract reports related to database mining and other recruitment activities upon request
- Short-list candidates based on the requirements of the job description
- Interview candidates for various positions
- Conduct thorough background checks on candidates
- Prepare employees' files to be sent to the Recruitment Committee for approval
- Negotiate employment contracts with new hires and conduct meetings to elaborate on the employee handbook and banking policies and procedures

- Coordinate between new hires and concerned third parties when needed to facilitate the documentation process (medical centers, insurance companies, etc.)
- Communicate with hiring managers in branches and departments the information on the status of recommended candidates
- Attend career/job fairs in universities to attract and recruit candidates
- Use social media platforms (LinkedIn, Glassdoor, Hirelebanese, etc...) to attract / headhunt potential candidates
- Receive, evaluate, and assess Job Descriptions pertaining to employees' Job Titles in BLOM Bank and its subsidiaries
- Study and review Main Tasks for BLOM Bank and its subsidiaries
- Act as an auditor for the various requests and applications received from BLOM Bank – Jordan (HR Department)

#### **Aug 2011 – May 2017 BLOM Bank (Human Resources Division- Recruitment Unit)**

##### ***Recruitment Coordinator***

- Train department trainees on data entry of CV's and perform control over their work.
- Organize exam sessions for candidates through:
- Informing applicants about their exam dates through send out e-mails and phone calls if necessary
- Selecting the appropriate test for each profile
- Correct the entrance exams (Math, IQ and backup for English) and accordingly prepare suitable result sheets for each profile.
- Get in direct contact with applicants via e-mail to inform dismissals of their failure in the test with BLOM Bank sal.
- Short-list candidates based on the requirements of the job description.
- Interview candidates for Head Teller, Office Clerk, and Secretary functions
- Prepare Offer Letters and an employment contract for each selected candidate.
- Handle the post-committee meeting paperwork and ensure the delivery of administrative documents by the hired candidates.

#### **Nov. 2008 – Sept. 2010 British International Co. – The British School of Kuwait**

##### ***Personal Assistant to the Public Relations Manager & IN2 Media Administrator***

- Organization of events, coordination of projects, and administrative tasks
- Organize VIP's and parents seating as well as arranging invites during Festival of Achievement (Graduation Event at BSK), liaise with the Hotel regarding logistics and programs
- Organize new and pending projects for IN2 Media, liaise with the print shops, and update clients of their requested job status

## **EDUCATION**

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2004 – 2005 **Beirut Arab University** Lebanon

*MI in Public Law*

2000 – 2004 **Beirut Arab University** Lebanon

*Bachelor's Degree in Law*

## **SKILLS & QUALIFICATIONS**

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- Certified Assessor
  - Excellent communication and organizational skills
  - Fluent in written, spoken and read Arabic and English, good command of written, spoken and read French

***References available upon request***