

LILIANE MOKDAD

HUMAN RESOURCES SPECIALIST

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SUMMARY

Experienced Human Resources Manager with 15 years of experience in recruitment, employee relations, training, and Business development. Skilled in creating and maintaining relationships with internal and external stakeholders. Proven track record of developing successful HR strategies to support business objectives.

WORK EXPERIENCE

HUMAN RESOURCES SPECIALIST | OGGI Services March2023 - PRESENT, BEIRUT

- Conducted performance appraisals and proposed solutions for company growth
- Recruited and trained staff, enhancing soft skills and efficiency
- Developed initiatives to boost employee performance and organizational development

HUMAN RESOURCES SPECIALIST | WORKSHOP TRAINER | WAZAYEF AGENCY •October 2022 - PRESENT, BEIRUT

- Supervising and guiding team members by setting team goals and priorities
- Designed workshops on the livelihood ecosystem and challenges in Lebanon's sector.
- Provided training on job preparedness and interview techniques for participants.
- Delivered business development training & Workshops on converting ideas into real projects
- Developed sessions for Career coaching, crafting ATS-friendly resumes, cover letters, and LinkedIn profiles
- Facilitated awareness sessions on social media advantages, disadvantages, and safety steps.

PUBLIC RELATION OFFICER | HR MANAGER & FINANCE OFFICER | KEY OF LIFE NGO September 2019 - PRESENT

- Organized and led meetings with public, NGO, and private sectors for collaboration.
- Strengthened connections to increase donations and funds through strategic partnerships.
- Coordinated public relations campaigns, enhancing NGO visibility and community
- Financial statement preparation (balance sheets, income statements).
- Accounts payable and accounts receivable management, Audit preparation and support.
- Expense tracking and control recruitment and talent acquisition, Employee on boarding , training, and development • HR policy and procedure development and enforcement
- Budgeting and financial forecasting, Financial analysis and reporting, Compensation and benefits administration.

PROJECT COORDINATOR | DAR AL AMAL ASSOCIATION(NGO) October 2018 - March2024, SIN EL FIL-NABAA-KASKAS

- Budgeting and financial planning for projects.
- Coordinating and tracking expenses to ensure they align with the budget.
- Managing payments to vendors, staff, and beneficiaries.
- Recording and maintaining detailed expense records.
- Preparing and submitting regular financial reports to donors.

HUMAN RESOURCES MANAGER | QUICKLINE FOR TRAVEL SERVICES October 2022 - June 2023, MATN

- Recruitment and talent acquisition.
- Employee onboarding, training, and development.

- HR policy and procedure development and enforcement.
- Compensation and benefits administration. • Compliance with labor laws and regulations.
- Workplace diversity and inclusion initiatives, Employee engagement and morale boosting.

ADMINISTRATIVE,ACCOUNTANT,TEAM LEADER | DANCE BY LYNE GHANDOUR June 2011 - May 2019, VERDUN-BEIRUT

- Supervising and guiding team members by setting team goals and priorities.
- Delegating tasks, responsibilities and providing coaching and training.
- Handling escalated issues,conflicts and communicating with upper management.
- Promoting a positive team culture and maintaining a tidy and organized reception area.
- Greeting visitors,clients and answering phone calls
- Budgeting and forecasting and providing financial reports to management.
- Managing accounts payable and receivable and ensuring compliance with accounting standards and regulations.

TEACHER CHARITY SCHOOL | September 2011 - October 2016, BEIRUT

- Planning and delivering effective lessons and instructional materials.
- Assessing and evaluating student performance and progress.
- Communicating with parents, caregivers, and colleagues to collaborate on student success.

TEAM LEADER | HIP & HOP October 2009 - June 2011, RAMLET EL BAYDA -BEIRUT

- Supervising and motivating team members.
- Handling customer inquiries and resolving issues.
- Overseeing the setup and execution of birthday parties and events and Monitoring inventory and restocking supplies.
- Training and onboarding new team members.

EDUCATION

BACHELOR HUMAN RESOURCES & BUSINESS MANAGEMENT

ARAB OPEN UNIVERSITY • TAYOUNEH • 2021 • GPA:3.8

ELEMENTARY EDUCATION

BIR HASSAN INSTITUTE • BIR HASSAN • 2011 • HONOR LIST

TRAININGS & CERTIFICATES

CERTIFICATE IN DESIGN THINKING TRAINING | RURAL ENTREPRENEURS • March2024

CERTIFICATE IN ENTREPRENEURSHIP- BUSINESS DEVELOPMENT TRAINING | FARAH SOCIAL ASSOCIATION May2023,july2023

CERTIFICATE FOR COMPLETING ENGLISH COURSE | USPEAK NGO • Oct2023

HONORARY CERTIFICATE | QUICKLINE COMPANY • 2023 - Recognition and Motivation

CERTIFICATE OF COMPLETION | BIM COMPANY -BIM POS APPLICATION • 2016

SKILLS & OTHERS

SOFT: • Communication • Leadership •Time management •Creativity • Adaptability • Detail Oriented

TECHNICAL: • Microsoft Office Suite • Recruitment • Employee Relations • Compensation • Labor laws and Regulations • Strategic HR Planning•SWOT • Business Model Canvas

Languages: English, French, Arabic

PROJECTS :RUBBER BLOCK-TIN SCULPT -BERYTECH,CLEANTECH,AGRITECH • May 2023 - July 2023 - Our startup idea was accepted into an accelerator funded by Berytech,This opportunity will provide us with valuable resources and support to further develop and scale our innovative concept.