

# NISRINE RAMADAN

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## Professional Summary

Human Resources professional with over 4 years of experience in personnel administration, HR compliance, employee recordkeeping, and payroll coordination within humanitarian and development contexts. Proven ability to implement labor regulations, ensure contractual compliance, manage confidential files, support audit processes, and coordinate benefits including NSSF and insurance. Proficient at supporting recruitment, onboarding, and training while ensuring organizations operate as responsible employers under national laws and internal standards.

## SKILLS & HIGHLIGHTS

- Human Resources Management: Lebanese labor law & NSSF Compliance, HR Policy Implementation & Contract Management.
- Executive Support: Arranged travel for 15+ international trips yearly. Compiled prep materials for leadership meetings.
- Technologies: Expert user of MS Office, HRIS systems, accounting software. Quick learner of new platforms.
- Communication: Fluent in English, Arabic, French. Can adapt writing for global audiences.
- Sharp Attention to Detail: Highly organized. Adept at prioritizing tasks and meeting tight deadlines.

## EXPERIENCE

November 2023- April 2025 **HR Assistant**

**QITABI 3 | RTI International | USAID Funded Project.**

### Recruitment

- Managed full-cycle recruitment including job postings, candidate screening, interviews, and selection.
- Oversaw onboarding process: documentation, file creation, system setup, and coordination of employee well-being activities.
- Supervised offboarding process including exit coordination, IT clearance, and HRIS deactivation.
- Monitored contract end dates and coordinated renewals with management.

### Administrative

- Acted as focal point for employee concerns and performance-related issues, and addressed employee inquiries regarding contracts, benefits, employment verification, and general HR matters.
- Conducted regular audits of personnel files and digital records, liaising with internal teams to perform data sanity checks and compliance verifications and maintained digital and physical personnel records in compliance with labor laws.
- Validated employee data accuracy and updating data across internal HRIS system setup (HR OnBase, SharePoint) and candidate tracking platforms, aligning with data integrity and audit standards.
- Processed payroll-impacting data (attendance, leave, new hires, terminations, benefits), ensuring accurate reporting to Finance before cut-off dates.
- Ensured timely and accurate generation of payslips and timesheets.

### Reports and Analysis

- Compiled and submitted monthly and quarterly HR reports covering new hires, exits, and updates.
- Designed Excel reports and employee data summaries for HR and business stakeholders to support decision-making and payroll processing.

Jan 2018 – 2023

**Office Manager - UNDP Lebanese Elections Assistance Project,  
Beirut - Supervisory Commission for Elections**

## Executive Support & Office Management

- Provided comprehensive administrative support to C-suite leaders and senior management.
- Implemented electronic filing system to optimize information sharing across 20+ staff.
- Supervised administrative team members and delegated tasks to ensure operational efficiency.

## Human Resources Management

- Maintained detailed records and documentation for 20+ employees.
- Led recruiting efforts including sourcing, screening, interviewing, hiring, and onboarding new staff.
- Collaborated with department managers to align employee growth with organizational goals.
- Oversaw health insurance benefits program and resolve claims disputes.

## Financial Administration

- Managed office petty cash fund. Prepare weekly cash flow forecasts.

## **June 1999 - Dec 2015                      Orbit Productions, Beirut**

### 2012-2015 Human Resources Administration

- Resolved employee issues through policy guidance, or escalated matters to management to ensure timely resolution.
- Collected and submitted visa application documentation to the Ministry of Labor and General Security, and guided employees through renewal procedures.
- Managed accommodation, mobility, and relocation logistics for expatriate staff.
- Handled Social Security registration and termination for onboarding and job transitions.
- Administered health and life insurance processes for staff and dependents, including business card issuance and employee communication.
- Oversaw contract extensions, time tracking, and performance documentation.
- Managed NSSF-related tasks including employee registration, termination, and end-of-service indemnities.
- Ensured HR systems and confidential records were securely maintained.
- Prepared employment verification letters and handled confidential documentation requests.

### 2012-2015 Accounting & Finance

- Reviewed invoices, issued payments, and reconciled transactions totaling \$2000,000,
- Performed daily cash management including counting, recording, and reconciling transactions, and Prepared weekly cash flow forecasts and monitored budgets to provide visibility into financial health,
- Supported procurement and logistics by raising requisitions and coordinating supply deliveries with the logistics team.
- Processed and tracked payments by preparing check/transfer requests, coordinating with finance, and conducting field visits as needed.

### 1999 – 2015 Executive and Administrative Support

- Composed confidential correspondence, memos, and sensitive reports for leadership team.
- Supported the drafting, updating, and archiving of lease agreements and vendor contracts, ensuring timely renewals and payments.
- Managed complex domestic and international travel arrangements end-to-end, and Handled visa processing, Work permit for expat employees, hotel bookings, and itinerary planning for 10+ company trips annually

- Oversee all administrative arrangements for staff transiting through the capital, including transportation, orientation sessions, financial logistics, and accommodation.
- Manage per diem calculations, telecommunication access, and housing assignments, while ensuring proper upkeep and organization of guesthouses (furniture, cleaning services, and meals).
- Liaised between executives, employees, vendors, and partners to ensure effective communication.

## EDUCATION

- 2021 **Master's Degree in Management** / Lebanese University - Faculty of Management and Economics
- 1999 **BS in Accounting and Finance** / Lebanese University - Faculty of Management and Economics
- 1998 **B.S. in Management and Marketing** / Lebanese University - Faculty of Management and Economics

## ADDITIONAL TRAINING

- Accomplished NLP 1 - *Certified* from NLEPTA.
- Emotional Intelligence Workshop - *Certified*
- Completing HRM Training course from PRD Co. (Erbil)