

# Sima Nabih El Hachi

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## EDUCATION

<b>Lebanese American University</b> BS in Business Management GPA: 3.75/4 <b>Graduated with Distinction</b>	<b>2017 - 2020</b>
<b>Saint Mary's Orthodox College</b> Lebanese Baccalaureate - Sociology and Economics section	<b>2002 - 2017</b>

## EXPERIENCE

<b>Majid Al Futtaim - People &amp; Organization Associate Manager</b> <ul style="list-style-type: none"><li>Managed the full employee life cycle from onboarding to offboarding using SAP.</li><li>Led the Retail Business School Graduate Program, recruiting and onboarding a cohort of 17 graduates.</li><li>Developed HR dashboards with data analytics of each department using Excel and Thinkcell.</li><li>Drove employee engagement by designing and delivering different initiatives and activities.</li></ul>	<b>07/2025 - Present</b>
<b>Electra Solutions - HR Generalist - Dubai, UAE</b> <ul style="list-style-type: none"><li>Key contributor to securing the "Best Employer Award MEES 2023-2024" for two consecutive years.</li><li>Revamped the onboarding process using Lean Six Sigma and integrated AI tools, interactive videos, and gamified inductions as part of the new process to boost employee engagement.</li><li>Implemented and managed Workable ATS, streamlining recruitment for UAE and KSA with a focus on nationalization.</li><li>Maintained and updated employee records for 400+ staff, including 300+ blue-collar workers, ensuring accuracy and compliance.</li><li>Successfully implemented performance management systems, including the migration to Bayzat, ensuring smooth execution and alignment with organizational goals.</li><li>Designed and delivered customized training programs, fostering career growth and enhancing employee skill sets.</li><li>Developed and maintained monthly HR dashboards with data analytics, delivering actionable insights to senior leadership.</li><li>Organized monthly engagement activities for staff and blue-collar workers while strengthening employer branding through social media and career page updates.</li><li>Aligned CSR strategies with UN SDGs, executed monthly impactful events, expanded NGO partnerships, and earned the "Best CSR Contributor of the Year 2023 Award."</li></ul>	<b>06/2024 - 07/2025</b>
<b>Electra Solutions - HR Officer - Dubai, UAE</b> <ul style="list-style-type: none"><li>Managed HR administration, including visa processes, payroll, and benefits enrollment, ensuring seamless operations.</li><li>Strengthened employee relations by introducing "HR Office Hours Open Door Policy" and resolving grievances promptly.</li><li>Developed and implemented strategies to ensure compliance with labor laws and company policies, conducting audits and updating policies and procedures as needed.</li><li>Developed and managed a robust internship program, attending job fairs to build university partnerships and cultivate a talent pipeline.</li></ul>	<b>08/2022 - 06/2024</b>
<b>Sarwa Digital Wealth Limited - People Operations Associate - Dubai, UAE</b> <ul style="list-style-type: none"><li>Maintained and updated employee records for 66 employees using Bayzat.</li><li>Achieved a 100% eNPS score by enhancing the onboarding journey for new team members.</li><li>Organized virtual and in-person team events to promote team building for a better environment.</li><li>Conducted various background checks using Onfido and ComplyAdvantage.</li><li>Led note-taking and reference checks for an average of 20 monthly recruiting conversations using Lever.</li><li>Prepared administrative letters, including media release forms, salary letters, and NOCs.</li><li>Automated internal processes to improve efficiency and productivity.</li></ul>	<b>02/2021 - 06/2022</b>

## CERTIFICATION

Lean Six Sigma - Yellow Belt, Lean Scape	<b>06/2024</b>
Onboarding For High Employee Engagement, HRCI	<b>03/2022</b>
Employees Return to Work, Boston Consulting Group (BCG)	<b>12/2023</b>

## SKILLS

- Tools:** SAP, Workable, Excel, Thinkcell, Onfido, Bayzat, AXS, Clickup, Persis, Sapience, Donut, CultureAmp, Comply Advantage, Adobe Photoshop, and Canva.
- Languages:** Fluent in English and Arabic with basic knowledge of French.
- Skills:** Artificial Intelligence (AI), Interpersonal Communication, Conflict Resolution, Change Management, Leadership, Problem Solving, Strategic Planning, Time Management, Adaptability.

## EXTRACURRICULAR ACTIVITIES

<b>Event Coordinator Volunteer- Downtown Design &amp; Art Dubai</b> <ul style="list-style-type: none"><li>Acted as primary client contact on site, promptly addressing needs and ensuring booth satisfaction.</li><li>Managed financial transactions, including collecting payments and making on-site payments for additional services or materials, while diligently maintaining accurate records.</li><li>Worked collaboratively with team members to ensure smooth communication and coordination of tasks, in response to client needs.</li><li>Engaged with blue-collar workers to facilitate necessary repairs or adjustments to the exhibition space, ensuring a polished and professional presentation for clients.</li></ul>	<b>11/2022 - Present</b>
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