

# Sima Nabih El Hachi

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## EDUCATION

**Lebanese American University**  
BS in Business Management  
GPA: 3.75/4 **Graduated with Distinction**

2017 - 2020

**Saint Mary's Orthodox College**  
Lebanese Baccalaureate - Sociology and Economics section

2002 - 2017

## EXPERIENCE

**Majid Al Futtaim - People & Organization Associate Manager**

07/2025 - Present

- Managed the full employee life cycle from onboarding to offboarding using SAP.
- Led the Retail Business School Graduate Program, recruiting and onboarding a cohort of 17 graduates.
- Developed HR dashboards with data analytics of each department using Excel and Thinkcell.
- Drove employee engagement by designing and delivering different initiatives and activities.

**Electra Solutions - HR Generalist - Dubai, UAE**

06/2024 - 07/2025

- Key contributor to securing the "Best Employer Award MEES 2023-2024" for two consecutive years.
- 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.
- Implemented and managed Workable ATS, streamlining recruitment for UAE and KSA with a focus on nationalization.
- Maintained and updated employee records for 400+ staff, including 300+ blue-collar workers, ensuring accuracy and compliance.
- Successfully implemented performance management systems, including the migration to Bayzat, ensuring smooth execution and alignment with organizational goals.
- Designed and delivered customized training programs, fostering career growth and enhancing employee skill sets.
- Developed and maintained monthly HR dashboards with data analytics, delivering actionable insights to senior leadership.
- Organized monthly engagement activities for staff and blue-collar workers while strengthening employer branding through social media and career page updates.
- Aligned CSR strategies with UN SDGs, executed monthly impactful events, expanded NGO partnerships, and earned the "Best CSR Contributor of the Year 2023 Award."

**Electra Solutions - HR Officer - Dubai, UAE**

08/2022 - 06/2024

- Managed HR administration, including visa processes, payroll, and benefits enrollment, ensuring seamless operations.
- Strengthened employee relations by introducing "HR Office Hours Open Door Policy" and resolving grievances promptly.
- Developed and implemented strategies to ensure compliance with labor laws and company policies, conducting audits and updating policies and procedures as needed.
- Developed and managed a robust internship program, attending job fairs to build university partnerships and cultivate a talent pipeline.

**Sarwa Digital Wealth Limited - People Operations Associate - Dubai, UAE**

02/2021 - 06/2022

- Maintained and updated employee records for 66 employees using Bayzat.
- Achieved a 100% eNPS score by enhancing the onboarding journey for new team members.
- Organized virtual and in-person team events to promote team building for a better environment.
- Conducted various background checks using Onfido and ComplyAdvantage.
- Led note-taking and reference checks for an average of 20 monthly recruiting conversations using Lever.
- Prepared administrative letters, including media release forms, salary letters, and NOCs.
- Automated internal processes to improve efficiency and productivity.

## CERTIFICATION

- Lean Six Sigma - Yellow Belt, Lean Scape
- Onboarding For High Employee Engagement, HRCI
- Employees Return to Work, Boston Consulting Group (BCG)

06/2024

03/2022

12/2023

## 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

**Event Coordinator Volunteer- Downtown Design & Art Dubai**

11/2022 - Present

- Acted as primary client contact on site, promptly addressing needs and ensuring booth satisfaction.
- Managed financial transactions, including collecting payments and making on-site payments for additional services or materials, while diligently maintaining accurate records.
- Worked collaboratively with team members to ensure smooth communication and coordination of tasks, in response to client needs.
- Engaged with blue-collar workers to facilitate necessary repairs or adjustments to the exhibition space, ensuring a polished and professional presentation for clients.