

Hiba Yehya Alawieh | HR Officer

Lebanese
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PROFESSIONAL SUMMARY

HR Officer with one year of hands-on experience in employee lifecycle management, recruitment support, and HR operations for over 550 employees. Skilled in Odoo ERP, data management, and AI-driven tools to improve HR efficiency, reporting, and decision-making. Background in Computer Science with strong technical and analytical capabilities.

PROFESSIONAL EXPERIENCE

HR Officer – Imam Sadr Foundation, Tyre, Lebanon

May 2025 - Present

- Manage and maintain HR records and employee data for 550+ staff, ensuring accuracy and compliance.
- Monitor attendance, prepare timesheets, and follow up on discrepancies.
- Support recruitment by coordinating and participating in candidate interviews with department managers.
- Prepare and issue official HR documents and certificates.
- Contribute to HR planning and organizational strategy initiatives.
- Utilize Odoo ERP to manage HR operations, streamline workflows, and improve data accuracy and reporting efficiency.
- Support payroll processes through accurate data preparation and validation.

Private Tutor

Jan 2022 - Present

- Assist school and college students in mathematics, English, and general sciences.
- Teach HTML, JavaScript, and database fundamentals to pre-university students.

Founder and Owner, Candela Company, Lebanon

Dec 2021 - Sep 2024

- Founded and managed a candle business, overseeing operations, marketing, and customer relations.
- Developed and executed marketing strategies, managed product development, inventory, and business performance.
- Strengthened skills in entrepreneurship, communication, and client service.

EDUCATION

BSc in Computer Science, Lebanese International University, Lebanon

Oct 2021 - Jun 2024

- Awarded Scholarship of Excellence | GPA: 3.5/4.

CORE COMPETENCIES

HR & Business

HR Operations | Recruitment Support | Employee Records | Attendance Tracking | Payroll Support | Odoo ERP

Technical Skills

Java | HTML | CSS | JavaScript | Linux | Python | PHP | Git | Database Management | API Integration

Tools

Microsoft Office (Excel, Word, PowerPoint)

Languages

Arabic (Native) | English (Fluent)

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- AI in Business Workshop – Open Arab University, Beirut (AI applications in HR & recruitment)
- Data Management & AI Integration Workshop (workflow automation & reporting)
- Web Development Bootcamp – Udemy
- Cisco CCNA 1 & 2 – Cisco Networking Academy

PROJECTS & INTERNSHIPS

Web Development Intern (Backend) – Xpert Bot Academy (Remote)

Oct 2024 - Feb 2025

- Built backend solutions using APIs and databases; completed a capstone project published on GitHub.

Sign Language Translation Project – Lebanese International University

Feb 2024 - Jun 2024

- Developed a system translating sign language into text using machine learning.

Candela Company Website (Frontend)

Feb 2023 - Jun 2023

- Built a responsive e-commerce website using HTML, CSS, and JavaScript.

VOLUNTEERING

- Red Cross - Humanitarian Values and Principles Program