



# FATIMA NADAR

**HR Manager — Quality Internal Auditor**

Phone: +96176586379

Email: fatimanadar94@gmail.com

Address: Beirut-Lebanon

Linkedin: Fatima Nadar

## ABOUT ME

---

HR & Quality Manager with solid experience leading end-to-end human resources operations within the Manufacturing / Oil & Gas sectors. Specialized in workforce planning, recruitment, performance management, training management, compensations & benefits management, employee relations, payroll management, and policies development based on the ISO 9001:2015 Quality Management System. Experienced in working within multicultural environments with Lebanese, Indian, Iraqi, and Turkish nationalities, with a strong knowledge of Lebanese and Iraqi labor laws.

## WORK EXPERIENCE

---

### HR & Quality Manager

Aug 2025 – Present

Copar (Manufacturing / 70-80 employees)

Beirut, Lebanon

- Manage the full recruitment cycle based on organizational chart.
- Maintain accurate and confidential employee records, contracts, and documentation.
- Develop and implement HR strategies and policies, aligned with company objectives and labor law.
- Oversee performance management processes, including goal setting, evaluation, and development planning.
- Prepare and monitor the annual HR department budget aligned HR financials with company planning cycles.
- Design and administer compensation, benefits, and payroll systems to ensure fairness and compliance.
- Identify training needs, prepare and implement the annual training plan, and evaluate its effectiveness.
- Prepare Statistical reports and advise management on HR best practices and organizational development.
- Promote a positive work culture and manage employee relations, grievances and disciplinary actions.
- Monitor the issuing of work & residence permits for expats and the registration of employees in NSSF/MOF.
- Implement and maintain the Quality Management System (QMS) in compliance with applicable standards.
- Monitor quality KPIs and drive continuous improvement across the organization.

### Senior Quality & HR Officer

Jan 2025 – Aug 2025

Middle East Power (Oil & Gas / 200-250 employees)

Kurdistan, Iraq - Beirut, Lebanon

- Present HR statistics & reports based on the HR Manager request.
- Maintain historical human resource records by designing a filing system.
- Prepare policies, procedures, instructions, and forms, and update the Employee Handbook yearly.
- Engage in the full recruitment cycle of screening, interviewing, selection, employment offering, and induction.
- Collect punching machine reports and recording all types of leave requests, to generating the payroll report.
- Guide and support Quality Officer in the quality management system and conduct the quality internal audit.
- Collaborate with department heads to identify training needs and develop training plans.
- Supervise the HR Clerk in the issuing of work & residence permits and registration of employees in NSSF.

## HR & Quality Officer

Middle East Power (Oil & Gas / 200-250 employees)

Mar 2023 – Dec 2024

Kurdistan, Iraq - Beirut, Lebanon

- Prepare the payroll report.
- Provide support in organizing annual performance evaluation.
- Maintain historical human resource records for employees.
- Create job descriptions of all positions in the company based on the organizational chart.
- Assist in the sourcing recruitment cycle. (screening, shortlisting, telephonic & personal interviewing, etc.)
- Control the issuing of work & residence permits for expats and monitor the registration of employees in NSSF.
- Perform HR related duties for the purpose of ensuring the efficient and effective functioning of the Department.

---

## Assistant HR and Quality Coordinator

Middle East Power (Oil & Gas / 200-250 employees)

Feb 2021 – Feb 2023

Kurdistan, Iraq - Beirut, Lebanon

- Ensure HR practices adhere regulations and internal policies.
- Control documents (Handbook, Policies, Procedures, Forms, Records).
- Revise audit reports of external auditors and ensure nonconformities are being tackled.
- Maintain organized HR records and prepare comprehensive reports on audit findings.
- Provide administrative support and implementing systems in support of compliance activities.
- Follow up of NCRs, assist with root cause analysis, and monitor corrective actions in the department.
- Plan and conduct regular audits of HR processes and procedures to assess compliance and accuracy.

---

## EDUCATION

### Master in Natural Language Processing

IDMC - University of Lorraine

2018–2020

Nancy, France

### Bachelor in Translation

Lebanese International University

2014–2017

Beirut, Lebanon

---

## CERTIFICATIONS

### Quality Management System

ISO 9001:2015 Internal Auditor Training, CQI/IRCA

2021

### Occupational Health And Safety Management System

OHSMS - ISO 45001:2018, ISO LIBAN

2022

### Environmental Management System

EMS - ISO 45001:2018, ISO LIBAN

2022

---

## SKILLS

**Languages:** Arabic (Native), English (Advanced), French (Upper-Intermediate)

**Programs:** Microsoft Office Suite, Visual Dolphin, Power Bi, Visio

---

## REFERENCES

**Alaa Shaddad:** General Manager at Copar - a.shaddad@doriane-copar.com

**Mohamad Zarnikh:** HR Manager at Middle East Power - mzarnikh@me-power.me