

Alyssar Hodroj

Lebanese

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Education

2009 - 2012	Bachelor of Arts in Work & Organizational Psychology, Saint-Joseph University (USJ), Beirut, Lebanon
2009	French Baccalaureate, Economics section - Cours Lamartine, Ivory Coast

Experience

HR Executive - Xport BNG & Neonism SAL

June 2025 - May 2026

- Managed the end-to-end recruitment process, from job postings and CV screening to interview coordination and job offer preparation.
- Maintained and updated employees' annual leave balances.
- Prepared monthly attendance reports for payroll processing and submitted daily attendance reports.
- Drafted and issued employment contracts, employment certificates, and clearance letters upon employee exit.
- Conducted phone screenings and shortlisted candidates in line with position requirements.
- Coordinated and managed employee onboarding and offboarding processes.
- Followed up with all departments on daily employee-related matters, including NSSF coordination.
- Collected, maintained, and ensured proper documentation of employee files.
- Updated and maintained employee contact lists for local and overseas offices to support internal communication.
- Coordinated with the IT team to ensure email accounts and e-signatures were created prior to employee joining.

January 2024 - December 2024 - working online with a friend- selling clothes and perfumes

Senior HR Generalist - SURV Office Offshore SAL

November 23 (Dec 1 as per NSSF registration) - **January 26th 2024** (contractual)

- Manage employee records (soft and hard copies), ensuring data accuracy and confidentiality.
- Update employee information's and collect documents for their registrations
- Prepare all types of contracts (Fixed term contract - part time contract -remotely or hybrid)
- Prepare NSSF documents (أعلام-تصريح استخدام) and ministry of finance declarations (R3-R4).
- Coordinate new hire onboarding and offboarding and conduct the probation evaluation meetings as per positions and date of recruitment.
- Preparation of job fairs
- Complete needed exit interview & terminations documents
- Make sure employees have signed their agreement to return form when leaving (equipment taken from company are returned back)
- Assist in the development and implementation of HR policies and procedures.
- All other HR daily routine tasks as assigned and needed.

HR Coordinator at Fleur de Lys

(seasonal contract **May 2023 - August 2023**)

- Handling the recruitment process from A- to Z for a new project “Riviera Hotel”
- Job posting on social media, Screening CVS, Contacting candidates for interviews.
- Preparation of salaries every end of month
- Issuing legal documents for employees, NSSF papers, attestations etc.
- Coordinating with the Floor Manager when a vacancy occurs in order to fill the position
- Handling all employees’ issues (discrepancy and/or Bonuses, employee of the month, raises, deductions)
- Coordinate with the NSSF representative in term of legal employees’ registrations.

HR & Personnel officer - SEALCO/LG Lebanon

2017- June 2020

- Assist with the day-to-day operations of all the HR functions
- Updates employees' files manually and on the HR software.
- Prepare salary certificates, employment letters, termination letters, and clearance letters.
- Work in the preparation of the payroll by submitting reports and doing the calculation of monthly overtime and/or deduction every end of month.
- Deal with employee requests regarding human resources issues, rules, and regulation
- Handling the employee’s management files and personnel issues (welcome letters, orientation, handling staff complaints/problems, work accidents and vacation requests)

- Monitoring on a daily basis the employees' attendance (Vacation, sick leaves, marriage etc.)
- Assist the HR manager to source candidates and update our database
- Prepare indemnity documents
- Follow up on NSSF issues and ensure that all legal documents have been registered
- Manage the leaves requests.
- Update and prepare the R3+R4 form

HR Officer - ELSA CHOCOLATIER S.A.L

2012 – 2013

- Keep the filling organized and ensure data entry.
- Prepare memos, warnings, and list resources taken from the company on a checklist
- Open employee files and keep them updated (vacation, absences...)
- Screening the CV's received, call the candidates for interviews, prescreening the candidates with some basic questions before directing them to the manager.
- Prepare new employee files, ensure collection of required documents and contract signature.
- Prepare termination papers
- Enter and update files in SAP system
- Calculate the monthly sales after receiving the daily sales at the end of each month
- Manage the probation evaluation process

2009-2012 **Hostess**, Signee Agency (part time job during my study at university)

INTERNSHIPS

(3 months) 2015 - Training HR Assistant at C -Plus Services SARL

- Collect the attendances every week from the supervisors
- Daily follow up of employees attendances with supervisors.
- Fill the attendance tracking when received.
- Enter all attendances of employees by projects and supervisors.
- Calculate the extra difference that should be deducted from absent employee.
- Open files for new projects when I receive the launching from the customer care department.
- Provide uniform orders.
- Prepare salary certificates.

- Leaves management.

(3 months) 2014 - HR trainee at CARE international in Lebanon (NGO)

- Handling the filling system,
- Post Job vacancies on Daleel Madani
- Contacting Candidates & arranging interviews schedule after short listing
- Leaves management
- Update annual vacation sheet of employees at the end of each month
- Assisting in the calculation of payroll
- Prepare Contracts for employees (service contract, fixed term contract)
- Open G mail for employees

2012 - HR Department at Benta Trading SARL (university project)

- Assist the HR Team in all matters (Recruitment, Training, personnel
- , performance Appraisal)
- Maintain a filing and Data system
- Screen CVS
- Learned how to proceed with interviews
- Training needs analysis (depending on the performance appraisal)
- Dealing with employee files, prepare employment certificates

Computer Skills

- Microsoft Word, Excel and PowerPoint
- OUTLOOK / SAP BUSINESS ONE/ SOFTMIND.

Languages

Fluently read, write and speak French
 Fluently Read, write and speak English
 Good Read, write and speak Arabic