

RITA JOSEPH NASSIF

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PROFESSIONAL SUMMARY

Dedicated HR professional with experience across UAE, Lebanon, and Africa, specializing in payroll compliance, recruitment, and workforce coordination. Skilled in structuring salaries, managing timesheets, and developing evaluation frameworks for diverse industries including construction, retail, and F&B. Strong background in bilingual executive communication (Arabic, English, French) and employee engagement, with proven ability to adapt HR systems to multicultural and fast-paced environments.

EDUCATION

- Master's Degree in Social Psychology
Lebanese University, Faculty of Social Sciences | 2021–2023
- Bachelor's Degree in Social Sciences
Lebanese University, Faculty of Sociology and Social Sciences | 2017–2021
- High School Diploma in Sociology and Economics
Public High School, Jbeil, Lebanon | 2009–2010

Certifications:

- Women's Rights Workshop, CISH-UNESCO, Jbeil | 2020
- Head Start Online Course, Injaz | 2020

PROFESSIONAL EXPERIENCE

HR / Site Administration Professional

MAR Marine & Building construction L.L.C UAE | Feb 2025 – Present

Structured salaries and payroll in compliance with **UAE Labor Law**, while aligning practices with HR standards in **Lebanon and Africa**.

Prepared procurement reports and consolidated operational data for executive review.

Drafted bilingual communications (English, French, Arabic) for management and external partners.

Coordinated recruitment marketing campaigns and tailored candidate profiles to job requirements.

Built comprehensive evaluation frameworks and measurable forms for company designations.

Ensured compliance and auditability in timesheet consolidation and leave/overtime calculations.

Field Assistant and Data Collector

Georges N. Frem Foundation (GNFF) & CARE International | Nov 2024 – Dec 2024

Conducted field surveys, interviews, and observations to gather accurate and consistent data for humanitarian projects.

Coordinated logistics and resources for field-based research activities.

Built rapport with local communities to ensure smooth data collection and engagement.

Compiled detailed reports and summaries to support project documentation.

Shadow Teacher

Ecole Saint Rita, Ghadir | Oct 2021

Supported a special-needs student in adapting to classroom activities and engaging with peers.

Facilitated the student's understanding of lesson content and promoted a positive learning environment.

Research Laboratory Family Monitor (Research Assistant)

Lebanese University | Nov 2020 – 2021

Collaborated with senior researchers on relational poverty studies under Pr. Mirna Abboud Mzaouak and Dr. Celine Merheb Ghanem.

Conducted meetings with stakeholders and analyzed research data.

Prepared comprehensive reports and contributed to academic publications.

Sociology Teacher

Cle de Marie, Tabarja, Lebanon | 2018 – Aug 2019

Delivered engaging sociology lessons to students and provided support for academic assignments.

Developed strategies to improve student comprehension and performance.

Sales and Cashier

Zoughaib Station, Mastita, Lebanon | 2018

Managed daily cash transactions and balanced registers with accuracy.

Assisted customers and ensured satisfaction with services.

Coordinated supplier orders and performed data entry for inventory management.

SKILLS

Technical: Microsoft Word, Excel, PowerPoint, Outlook, Internet Research

Languages:

Arabic: Fluent (Speaking, Writing, Reading)

English: Fluent (Speaking, Writing, Reading)

French: Fluent (Speaking, Writing, Reading)

Core Competencies:

Data Collection and Analysis

Project Coordination

Teaching and Mentoring

Community Engagement

HR Compliance and Payroll Structuring

Recruitment Marketing and Candidate Evaluation

Executive Communication and Reporting