

Nancy Macari

Lebanese, June 27 1987
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EDUCATION

Sep 2011- Jun 2013	Master Degree in Human Resources Management Saint Joseph University	Beirut, Lebanon
Oct 2005 - Jul 2009	Bachelor Degree in Law Lebanese University	

EXPERIENCE

May 2016 – Jan 2017	Human Resources Manager TAJ Ehden S.A.R.L – MIST Hotel & Spa by Warwick International Hotels <i>Pre-opening</i>	Ehden, Lebanon
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Recruitment & Selection:

- Build active networks with recruitment agencies, universities and other organizations to resource the candidates
- Plan and prepare for recruitment events (Job Fairs, Open Days, etc...)
- Managing the hiring process, including conducting job interviews and select the candidates whose skills match the job requirements with support of Heads of Department
- Maintain an efficient and diverse CV's database
- Carry out reference and background checks for the selected candidates
- Prepare job offer letters for new recruits and regret letters for unapproved candidates
- Manage the On-Boarding & the Separation process

Compensation & Benefits:

- Handle the monthly payroll accurately and timely to make sure all employees are paid by the due date in compliance with the NSSF & MOF regulations
- Monitor the attendance reports on monthly basis
- Responsible for the payroll processes, including the administration of new starters and leavers as well as any changes to current employee records
- Coordinate with NSSF representative to ensure employee date is up to date and accurate (enrollments, terminations, etc...) as per the Ministry of Labor

- Review the salary/grade structure; ensure competitive compensation strategy
- Handle all certificates requested (salary, embassy, ...) in a timely manner

Employee Relations:

- Deal with grievances and implement disciplinary procedures
- Provide support on HR issues

Training:

- Conduct the Induction training for new recruits (Hotel Product Knowledge, Mission & Vision, Grooming and Personal Hygiene...)
- Ensure that managers and staff are aware of the policies and procedures

Apr 2013 – May 2016

Human Resources Officer

Beirut, Lebanon

Assaad Food & Beverage S.A.L (The Cheesecake Factory,

P.F.Chang's, Alforno)

Employee of the year 2016

Recruitment & Selection:

- Build active networks with recruitment agencies, universities and other organizations to resource the candidates
- Post new vacancies on the internal and external websites, using the suitable method to attract candidates
- Plan and prepare for recruitment events (Job Fairs, Open Days, etc...)
- Conduct job interviews and select the candidates whose skills match the job requirements
- Maintain an efficient and diverse CV's database
- Update headcount, resignation/termination and transfer data monthly and quarterly
- Carry out reference and background checks for the selected candidates
- Conduct exit interviews with resigned employees
- Prepare job offer letters for new recruits and regret letters for unapproved candidates
- Administer the on-boarding of new staff in terms of job offer letters, official documents, NSSF, creation of personnel files, and enrolment into HR systems
- Develop human resources standard operating procedures and policies in accordance with the company's standards

Compensation & Benefits:

- Handle the monthly payroll accurately and timely to make sure all employees are paid by the due date in compliance with the NSSF & MOF regulations
- Monitor the attendance reports on monthly basis

- Responsible for the payroll processes, including the administration of new starters and leavers as well as any changes to current employee records
- Coordinate with NSSF representative to ensure employee data is up to date and accurate (enrollments, terminations, etc...) as per the Ministry of Labor
- Manage special situations like unpaid leave, severance pay, change in family status...
- Handle all certificates requested (salary, embassy, ...) in a timely manner
- Handle all medical and life insurance issues in a timely manner
- Provide the discount card for the newly recruited

Employee Relations:

- Responsible of AFB Portal (HR Policies & Forms, News & Events, Personal Achievements...)
- Respond to employee inquires (vacations, NSSF, etc...)
- Deal with grievances and implement disciplinary procedures

TRAINING EXPERIENCE

Apr 2013 - May 2013	Human Resources Intern Centre Hospitalier Du Nord (CHN) <ul style="list-style-type: none"> ▪ Handled employee files ▪ Worked on Job Descriptions for different positions 	Zgharta, Lebanon
July 2012 - Sep 2012	Recruitment & Selection Intern Bank Audi S.A.L <ul style="list-style-type: none"> ▪ Managed CV Database ▪ Prepared exams for potential candidates ▪ Observed and aided in the interview process 	Beirut, Lebanon
Apr 2012 - May 2012	Recruitment & Selection Intern BLOM Bank S.A.L <ul style="list-style-type: none"> ▪ Managed CV Database ▪ Worked on NSSF forms and declarations ▪ Aided in CV screening and contacting candidates 	Beirut, Lebanon

LANGUAGES

Arabic	(Mother Tongue)
English	(Excellent)
French	(Excellent)