

RODOLPHE WEHBE

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OBJECTIVE

As a professional in human resources, and based on the knowledge, skills and experience gained in several trades, I always look to play a prolific role in any organization, by setting and following up the application of the right standards suitable to each organization.

EXPERIENCE

● **HR Business Partner** (November 2015 – Present)

KeyProCo – Key Professional Consulting – Lebanon (HR Consulting Company)

- Major services: Counseling on management system (HR and Quality Management ISO:9001), Trainings (Need Assessment, Training Development, Delivery and Evaluation), Management audits (according to ISO:9001), Recruitment and employment

● **HR Manager** (April 2015 – November 2015)

VOLVO - Cars & Trucks - GAA & Co. SAL – Lebanon (Automotive Company)

- Major tasks: Job Descriptions, recruitment, policies and procedures, benefits and compensations, grading system and salary scale, trainings (need assessment, preparation, delivery, evaluation), performance appraisal system, government relation (MOL & NSSF).

● **HR & Admin Manager** (September 2013 – April 2015)

UTRIX SAL – Lebanon (Feed Manufacturing)

- Major tasks: Recruitment and employment, policies and procedures, benefits and compensations, government relation (NSSF and ministry of labor), employees' relations, training and development and admin activities.
- Internal Auditor – ISO: 9001 and member in GMP+ committee and HACCP team.

● **HR Manager** (December 2011 – September 2013)

Albanian International – Lebanon (Construction and Contracting)

- Major tasks: Recruitment and employment, benefits and compensations, following up government relation issues (NSSF and ministry of labor), building up employees' relations, developing and supporting the HR department and other departments, following up on all the insurance issues.
- Implementing a quality management system, updating the quality manual and maintaining the quality records

● **HR Business Partner** (June 2009 – December 2011)

KeyProCo – Key Professional Consulting – Lebanon (HR Consulting Company)

- Counseling on management system (HR and Quality Management ISO:9001)
- Training (Need Assessment, Training Development, Delivery and Evaluation)
- Management Audits (according to ISO:9001)
- Recruitment and employment

● **Deputy HR Manager** (June 2006 – May 2009)

FIRST KUWAITI Trading & Contracting Co. – Kuwait (Construction and Contracting)

- Managing the personnel department (company over 10000 employees)
- Major tasks: Workforce planning, setting and updating and following up the implementation of the policies and procedures, checking and approving benefits and compensations, following up government relation issues, building up employees' relations, developing and supporting the HR department and other departments, following up on all the insurance issues
- Internal Auditor – ISO: 9001 certified by BVQI (updating the quality manual and maintaining the quality records, performing several audits per year on several departments)

- **HR Officer** (welfare division) (January 2006 – May 2006)

FIRST KUWAITI Trading & Contracting Co. – Kuwait (Construction and Contracting)

- Supervising the logistic team that was responsible for the welfare of the employees (medical issues, transportation and accommodation)
- Following up the insurance file (workmen compensation, equipment, life insurance)

- **Medical Representative** (March 2000 – February 2006)

SOLVAY Pharmaceuticals – Lebanon

- Participated in training delivery (product knowledge, sales and team development)
- In charge of marketing, sales and PR (covered 300 physicians, 25 hospitals and 60 pharmacies)
- Conducted several successful conferences and group meetings with physicians

- **Military service** (September 1998 – September 1999)

Military hospital - Lebanon

- **Technical and PR Trainee** (June 1997 – September 1998)

Sabbagh Dental Laboratory - Lebanon

- Received training in dental prosthesis technology
- Handled and developed the relationship with the dentists

RELATED TRAININGS AND CERTIFICATES

- Dec. 2015 : **TRAINING OF TRAINERS (TOT)** – IABC
- May 2014 : **Master Certificate in Business Management** – online Master Class
- Oct. 2011 : **UNIT MANAGER TRAINING PROGRAM** – ALLIANZ-SNA
- May 2011 : **INSURANCE CONSULTANT basic training** – ALLIANZ-SNA
- Jul. 2007 : **Developing HR Policy and procedures Manual** – FKTC
- Feb. 2007 : **Quality Management System** – ISO:9001:2000 – BVQI
- Feb. 2007 : **QMS internal auditor** – ISO:9001:2000 – BVQI
- Mar. 2006 : **HR management training** – FKTC
- Dec. 2005 : **Coaching Skills** – Solvay Pharmaceuticals
- Jun. 2005 : **Train The Trainer** – Solvay Pharmaceuticals
- Dec. 2004 : **Strategies in Selling** – Solvay Pharmaceuticals
- Mar. 2004 : **Professional Selling Skills (PSS-Rx)** – Solvay Pharmaceuticals
- Sep. 2002 : **Negotiation Skills** – Solvay Pharmaceuticals
- Mar. 2002 : **Styles In Selling** – Solvay Pharmaceuticals
- Jun. 2001 : **Time Management** – Solvay Pharmaceuticals
- Feb. 2001 : **Basic Selling Skills** – Solvay Pharmaceuticals
- Sep. 2000 : **Presentations And Group Meetings** – Solvay Pharmaceuticals

TRAININGS DELIVERED

- Basic Selling Skills
- Professional Selling Skills
- Negotiation Skills
- Styles In Selling
- Communication Skills
- Time Management Skills
- HR Employee Orientation Program
- Quality Management Employee Orientation Program
- Implementation Of Performance Appraisal System
- Emotional Intelligence

- Social Media for Business
- Leadership Skills
- Call Center Skills
- Decision Making Skills
- Recruitment and Interviewing Skills

EDUCATION

- Dec. 2015

IABC – Lebanon

Certified Accredited Trainer

- Jul. 2008 – Dec. 2008

SHRM and HRCI (Infocenter) - Kuwait

PHR Certification (Professional in Human Resources)

- Feb. 2007

BVQI - Kuwait

Certified Internal Auditor QMS – ISO: 9001

- Sep. 1994 – Jun. 1998

Antonine University - Lebanon

Bachelor degree in Dental Prosthesis

COMPUTER SKILLS

- MS Office, Outlook

LANGUAGES

- Arabic, French, and English: reading, writing and speaking

Social & Professional Network

- Member of HRAL
- Freelance Trainer at Training Directory MENA
(<http://trainingdirectory-mena.com/providers/details/freelance-trainers/rodolphe-wehbe>)
- Member and Past President of Lions Clubs International

References available upon request