

# 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, 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 QMS (ISO: 9001), updating the quality manual and maintaining quality records

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

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

#### **Clients: Allianz – SNA (Insurance) The Lounge (Restaurant) IRIS Graphics (Web & Graphic Design)**

- 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 policies and procedures, checking and approving benefits and compensations, following up government relations, building up employees' relations
- 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 portfolio (workmen compensation, medical and 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**

- **Freelancer Dental Technician** (June 1997 – September 1998)

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

**TRAINING SESSIONS TAKEN**

- 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**

**TRAINING SESSIONS DELIVERED**

- |                               |                                                   |
|-------------------------------|---------------------------------------------------|
| ▪ Basic Selling Skills        | ▪ Time Management Skills                          |
| ▪ Professional Selling Skills | ▪ HR Employee Orientation Program                 |
| ▪ Negotiation Skills          | ▪ Quality Management Employee Orientation Program |
| ▪ Styles In Selling           | ▪ Implementation Of Performance Appraisal System  |
| ▪ Communication Skills        | ▪ Emotional Intelligence                          |
| ▪ Social Media for Business   | ▪ Decision Making Skills                          |
| ▪ Leadership Skills           | ▪ Recruitment and Interviewing Skills             |
| ▪ Call Center Skills          | ▪ Effective Business Writing Skills               |

## **EDUCATION**

- March 2016

**American University of Beirut – Lebanon  
Human Resources Management Diploma**

- December 2015

**IABC – Lebanon  
Certified Accredited Trainer**

- December 2008

**SHRM and HRCI (by Infocenter) - Kuwait  
PHR Certification (Professional in Human Resources)**

- February 2007

**BVQI - Kuwait  
Certified Internal Auditor QMS – ISO: 9001**

- June 1997

**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