*****Fatima Wehbe HACHOUCHE***

***Date of Birth****: 01 July 1988*

***Nationality****: Lebanese*

***Marital Status****: Married*

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***Address:*** *Lebanon - -Beirut*

***SUMMARY OF QUALIFICATIONS***

***GRADUATE****, with excellent communications skills, and extensive within a good work environment. Individual profiles can be described as flexible, analytical, computer literate, creative, and highly motivated. Process language fluency in Arabic, very well in French, and Excellent in English. Technology and software skills include Windows, MS Office, Internet, PowerPoint, Excel, Access, and Word.*

***EDUCATIONS***

***AUCE American University of Culture and Education*** *Beirut, Lebanon 2007 –2009*

*BA, Banking and finance*

***Young Women Christian Association (YWCA)*** *Beirut, Lebanon 2005 – 2007*

*Bt3 Accounting and finance*

***Fakhereldine high school*** *Beirut, Lebanon 2002*

*Brevet*

***WORK EXPERIENCES***

***Golf Club of Lebanon- GCL***

*HR Manager Beirut- Lebanon May 2018 – January 2022*

*Accomplishments and challenges:*

* *Day-to-day administration of the club and employee attendance.*
* *Checking mails and withdrawing weekly and monthly reports.*
* *Updating & supervising employees’ files.*
* *Issue all kinds of medical allowances for Lebanese and non-Lebanese employees including insurance paperwork.*
* *Full Supervision of the cleaning team and company.*
* *Working on renewing and preparing insurance and cleaning contracts.*
* *Issue reports for all kinds of events in the club.*
* *Working on fingerprint attendance and payroll system.*
* *Issuing daily labor and contractual employees’ salaries.*
* *Supervising health club attendance and issuing their salaries*
* *Tracking employees’ leaves (annual, sick reports, Maternity, …)*
* *Issuing memos of everything related to management and official holidays.*
* *Prepare payroll, transportation, loans, and deductions for club employees.*
* *Manage and solve problems in all departments of the club.*
* *Daily tours for maintaining the work schedule on track.*
* *Employees recommendations, certification, bank orders, and approvals for loans,*
* *NSSF and MOF declaration of employees.*
* *Recruitment for required vacancies, recommendations for training.*

***Target Food & Beverage – Chocolate Sarayi***

*Senior HR officer Beirut- Lebanon Sept 2017 – Jan 2018*

*Accomplishments and challenges:*

*• Day to day administration of the restaurants.*

*• Mailing system, reports, and filing.*

*• Handling all daily operations for Restaurants Branches including Recruitment.*

*• Handle the timesheet and monitor the employee’s attendance.*

* *Handling Payroll, overtime, and bonus.*
* *All kinds of needed documents for employees such as work certificates, recommendation letters, appointment letters (contract with employees), and Salary certificates.*
* *Prepare and track all leaves and Attendance sheets of Beirut and Tyr Branches*
* *Responsible for all employees’ activities in all branches.*
* *Interviewing candidates for any vacancies related to the company (accounting, waiters, supervisors, barmen, and managers …)*
* *Supervise and monitoring of employees’ schedules and the new employees’ training.*
* *Build a new HR structure from scratch, employee rules and regulations accordingly to the Lebanese labor law and NSSF rules. New contracts and adjustments of old ones, new memos, and new samples of written HR documents.*
* *Solving problems and links between employees and management.*
* *Changing staff and new weekly schedules instead of monthly*
* *Handling NSSF for employees and all their liabilities to the company (loans,*

***ACTS- Advanced Construction Technology Services***

*HR Officer and Recruitment Specialist (Management Role in Lebanon)*

*Reporting to Regional HR manager Beirut-Lebanon Aug 2011- Jan 2016*

*ACCOMPLISHMENTS/CHALLENGES:*

*• Head office purchasing and orders. (IT, HR, Audit and Accounting, operations.)*

*• Assisted and reported to HR Department, Regional HR Manager (human resources, recruitment &training)*

*• Mailing system, reports, office PR (purchase request), PO (purchase order).*

*• Handling all daily operations for ACTS KSA (Jeddah, Riyadh), Lebanon Recruitment.*

*• Monitor meetings, facilities, accommodations, and all tickets related to the HR department.*

*• Handle the timesheet and monitor the employee’s attendance.*

* *Handle HR System (Microsoft Dynamic Navision Classic)*
* *Handling Payroll, overtime, and bonus.*
* *All kinds of needed documents for employees such as work certificates, recommendation letters, appointment letters (contract with employees), Embassy forms & Salary certificates.*
* *Labor law, NSSF (Ministry of finance, R’s)*
* *Prepare and track all leaves and Attendance sheets (head office & all laboratories’ branches).*
* *Responsible for all employees’ activities in all branches (Bekaa, Saida, Kfarchima).*
* *Interviewing candidates for any vacancies related to the head office (marketing, Assistant administrates, accounting …)*
* *Labor law certificate / Tamayyaz (training)*
* *Handling employee internal& external training, preparing training plan 2013 & 2014*

***Jadawel for Publishing &Distribution***

*HR & Assistant Manager*

*Accomplishments/Challenges: Beirut, Lebanon OCT2010– FEB2011*

* *Assisted and reported to CEO (day-to-day Operations).*
* *Full administration of employees.*
* *Mailing, reports, office expenses (petty cash).*
* *Supervising all types of mail post*
* *Typed all types of company documents*

***World of Décor Magazine***

*Assistant Administrative*

*Accomplishments/Challenges Beirut, Lebanon OCT2009– March 2010*

*•Assisted and reported to General Manager (day to day Operations).*

*•Marketing &installation of all data used in Decoration.*

*•Typed all types of company documents.*

*•Organized and scheduled all General Manager Meetings.*

*•Preparation and submission of Sales reports to management.*

*•Preparation of all press trainers meeting & follow their subjects.*

***Bank of Beirut. BOB(Riad El Solh)***

*Trainee*

*Accomplishments/Challenges Beirut, Lebanon 2009*

*•Training For1 Month Period in all branch departments.*

*•Trained counter operation (teller), PBR (retail, loans, credit cards…), Letter of (guarantee, credit…), credit corporate department.*

***Capital Finance Company. CFC***

*Collection and recovery department, Part-timer*

*Accomplishments/Challenges: Beirut, Lebanon 2007*

*•Sending faxes, and filling all relevant documents.*

*•Working on a computerized banking system (CBSI).*

*•Transfer bills from CFC to Collection companies.*

* *The link between collectors and clients.*

***Elevators for the Middle East***

*Part-timer*

*Accomplishments/Challenges: Beirut, Lebanon 2006-2007*

*•Day to day administration of the stock*

*•Assisted and reported to the GM, day to day Operations*

*•Link between head office and other companies.*

*•Typed all types of company documents.*

*•Organized and scheduled all office meetings.*

*•Preparation and submission of Sales reports to management & accounting.*

***Languages***

*Arabic: Fluent*

*French: very good English: excellent*

*Written, Reading, spoken.*

***Computer skills***

1. *MS Office: Word, Excel, Powerpoint, Outlook Mailing system*
2. *Purchasing System (PR, PO) (Internal*
3. *Purchasing Access System)*
4. *Navision classic (Microsoft dynamic)*
5. *Attendance Management*
6. *Program (hand punch)*
7. *Typing(English, French, Arabic)*
8. *Internet use*

***Hobbie****SwimmingTraveling*

***References***

* *Ahmad Sidani, Regional HR manager at ACTS Formally and at ACC till present, 03-961 903*

*Available upon request.*