

**Personal Information:**

* **Name:** Hussein El Nemer
* **Nationality**: Lebanese
* **Date of Birth**: 23-03-1985
* **Address**: Beirut - Lebanon
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**Education:**

**➢ Professional Trainer Certificate:** The Lebanese Association for Administrative Sciences (Year of 2014)

**➢ Master's Degree: M.A.1:** HR Management – Azad University (Year of 2012)

**➢ Master's Degree: M.A.1:** Business Administration -Islamic University (Year of 2007)

➢ **Bachelor Degree:** Business Administration – Al Imam Ozaie University (Year of 2006)

**Work Experience:**

**General Manager**

**Café 77**

**January 2023 Till April 2023**

• Goal - setting that align with Organizational Objectives.

• Training and Development.

• Administrative Decisions

• Collaborate with management to identify company training needs.

• Provide direction, coaching and counseling on Human Resources issues such as performance management and employee relations

• Maintain high level of colleague satisfaction and team spirit, through active support, direction and participation with hotel core committees

• Maintain a high level of effectiveness communication

• Establish and implement annual objectives, budget and programs for the Human Resources Department in conjunction with the hotel’s strategic plan

• Guide and Direct all Sides of Human Resources including recruitment, coaching, compensation & benefits, health & safety, performance management & succession planning

• Ensure recruitment of high caliber employees to help achieve the business targets, within budgeted staffing plans

• Provide functional direction and ensure compliance of all legal requirements

• Provide a sounding board for colleague concerns, mediating solutions and initiating changes as needed

**Human Resources Director**

**Al Jawad Restaurant:**

**January 2022 Till December 2022**

• Developing corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.

• Acting to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.

• Overseeing all HR initiatives, systems and tactics

• Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.

• Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.

• Oversee all HR initiatives, systems and tactics

Supervise the work of HR personnel and provide guidance

• Serve as the point of contact for employment relations and communicate with labor unions

• Monitor adherence to internal policies and legal standards

• Deal with grievances and violations invoking disciplinary action when required

• Anticipate and resolve litigation risks

• Report to senior management by analyzing data and using HR metrics

**Professional Trainer**

**The Lebanese Association for Administrative Sciences**

**January 2011 Till Present**

• Schedule appropriate training sessions.

• Oversee and direct seminars, workshops, individual training sessions, and lectures.

• Plan and implement an effective training curriculum.

• Supervise training budgets.

• Prepare hard copy training materials such as module summaries, videos, and presentations.

• Train and guide new employees.

• Develop monitoring systems to ensure that all employees are performing job responsibilities according to training.

**Human Resources Manager & Direct Manager**

**The Lebanese Association for Administrative Sciences**

**January 2010 Till December 2020**

• Guide and Direct all Sides of Human Resources including recruitment, coaching, compensation & benefits, health & safety, performance management & succession planning

• Ensure recruitment of high caliber employees to help achieve the business targets, within budgeted staffing plans

• Provide functional direction and ensure compliance of all legal requirements

• Provide a sounding board for colleague concerns, mediating solutions and initiating changes as needed

• Provide direction, coaching and counseling on Human Resources issues such as performance management and employee relations

• Maintain high level of colleague satisfaction and team spirit, through active support, direction and participation with hotel core committees

• Maintain a high level of effectiveness communication

• Establish and implement annual objectives, budget and programs.

• Goal - setting that align with Organizational Objectives.

• Training and Development.

• Administrative Decisions

• Team and Individual Organization.

• Leadership.

**Head of Accounting Department**

**Al Holol Telecom Solutions Company:**

**January 2007 Till December 2009**

• Managing and overseeing the daily operations of the accounting department.

• Monitoring and analyzing accounting data

• Produce Financial Reports or Statements.

• Establishing and enforcing proper accounting methods, policies and principles.

**Accountant**

**Al Idari Office of Accounting and Auditing**

**January 2003 Till December 2006**

• Financial audits,

• Reconciling Bank Statements

• Ensuring financial records are accurate throughout the year.

**Languages:**

* **Arabic**: Spoken, Read and Written Fluently
* **English:** Spoken, Read and Written Acceptably.

**Computer Literacy:**

MS. Office Tools, Equal and Sales performance (Computerize Accounting).