

Khalil Breidi

HR Manager - "Telchiha Hospital Zahle/Lebanon"

US - Email me on Indeed: [indeed.com/r/Khalil-Breidi/2bf9ba8bf9a157ff](https://www.indeed.com/r/Khalil-Breidi/2bf9ba8bf9a157ff)

- To obtain a managerial position that will use my skills and Knowledge

WORK EXPERIENCE

HR Manager

"Telchiha Hospital Zahle/Lebanon" - March 2012 to Present

On one of the most beautiful hills of the city of zahle, called Tallat Chiha raises Tel-Chiha hospital as a message of well fare and mercy, providing health care services to patients of this city and all the cities, villages, of the Bekaa valley.

Tel-Chiha could claim to be the be the greatest medical center in the Bekaa valley since it is equipped with precise international state of the art technology-all our highly skilled professional staff (300 employees) have been educated in, and recruited from, the leading universities in healthcare. Our medical team is accredited members of reputed international medical associations.

Duties and Responsibilities:

- * Develop and provide management with a policy of personnel management and human resource development necessary to optimize or adapt human resources to the organization's strategy.
 - * Develop a job analysis for better management of talents and skills and adequate allocation of tasks and responsibilities.
 - * Develop and implement job descriptions and link it to the organizational chart.
 - * Develop and implement the policy manual and procedures of the Department of Human Resources in accordance with the regulations.
 - * Manage human resources in terms of quantitative and qualitative needs.
 - * Manage the recruitment and development of human resources: recruitment procedures, integration, career plans, transfers, promotions and performance evaluation of staff.
 - * Manage staff salaries: analysis and development positions, salary structure, and compensation policy.
 - * Plan, manage and evaluate training plans: detection of needs, development of training plans, implementation of training and evaluation.
 - * Participate in the development of communication and information within the organization.
 - * Improvement of health and safety at work.
 - * Responsible for creating a positive work environment generator efficiency and employee satisfaction
 - * Interviewing new employees, their evaluation, and how to adapt to the desired function and provide the report to the hospital administration
 - * Observe and implement the policies and procedures of the department of nosocomial infection and Safety Committee
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- * Participate in the evaluation of all staff at the hospital in collaboration with the heads of departments
 - * Prepare requests for tools and equipment. necessary for the operation of the department
 - * collect and analyze statistics of the HR department

HR Manager

"First Kuwaiti General Trading & Contracting Company", Kuwait - February 2007 to Present

ISO 9001:2000)

FKTC (11,000 employees) is one of the major contractors and services provider in the region

Presently FKTC Own tree subsidiary companies:

- First Iraqi Construction Company (FICC)
- First Lebanese Construction Company (FLCC)
- Al Ahlia Air conditioning Company

FKTC has the following classifications and prequalification:

- Grade - A Contractor for General Contraction by Kuwait Central Trading Committee (CTC)
- Grade -A Infrastructure and Roads Contractor by Kuwait Central Trading Committee (CTC)
- Prime Contractor for US Army Corps of Engineers (USACE)
- Major Subcontractor for Halliburton's Kellog Brown & root (KBR)
- Prime Contractor for the US Department of State, Per-qualified for design and construction of the US Embassy in Baghdad (Iraq), Jeddah (Saudi Arabia Kingdom), Surabaya (Indonesia) and Gabon (Africa)
- Certified Offshore & General Contractor by Kuwait Oil Company (KOC)

Duties and Responsibilities:

1. Taking care of the Iraq deployment, prepare deployment list with all the necessary information.
2. Taking care of all flight scheduling for Iraq Charter flights.
3. Tracking and updating the flight briefings for the charter flights for the deployment of workers to Iraq sites and from Iraq to Kuwait.
4. Inform all the concerned sites in Iraq regarding the flight schedule.
5. Coordinate with the logistic personnel for arranging the deployment of workers to Iraq and vice versa.
6. Keep records of all the deployment activities for FKTC employees as well as Subcontract Employees.
7. Taking care of all cargo forwarding and receiving from Iraq and other sites.
8. Monitor the Employment Contracts, Bank Account Opening and Remittances for the recruited employees to be prepare in a proper manner.
9. Initiate Employment Action for newly recruited employees, take the necessary approvals and send copy to payroll section, work site and their personal file.
10. Ensure that the list of the signed Bank Accounts & Remittances to be given to payroll section.
11. Monitor the issuance of FKTC Badges to FKTC workers as well as Subcontractor workers.
12. Arranging the Medical Test for the newly hired employees for C sites as per KBR norms.
13. Notify the logistic personnel for any movement of workers.
14. Verify the Invoices for Charter flights and other related invoices for the deployment by the charter flights.
15. Coordinate with the concerned for the Employee Transfer formalities, mobilization of workers and with the Subcontractors for timely deployment of their workers.
16. Monitor the record of the Head Counts of each site.

Recruitment:

17. Taking care of all contact with the agencies in order to arrange our requirements (international hired)
18. Taking care of all the man power requests (Head office and the sites)
19. Coordinate with the IT department in order to update the company requirement on the company web site.
20. Taking care and reviewing all the employments offers and compare the salaries and benefits (accommodation, transportation, food allowance) with the sallies scales of the project.
21. Taking care and reviewing all the employment contract (international and local employees)
22. Coordinate with visa section regarding the work visas off the newly recruited employees
23. Organize search (data base) and arranging meeting schedule for the local hired employees (as per approved CV's by site or department managers)
24. Interviewing the candidate (application forms) and redirect them to managers.
25. Taking care of the CV evaluation form with all the related documents.

26. Issuing new reference numbers and filling all the information on the company main database
27. Arranging the Employment action of each employee.
28. Informing the Payroll section (opening of bank accounts)
29. Arranging the check list (as per ISO standards) for the available and needed documents and forms in order to have complete employee file.
30. Arranging and updating the company data base for all the transfer employees from site to another (including changes of salaries and benefits) as per received ETA (Employee transfer action sheet).

Assistant manager at the office of the renowned lawyer

Mr. Salim Breidi - January 2001 to January 2007

Duties and Responsibilities:

1. Managing all relations (lawyer / customer)
2. Managing all the transactions and official papers (lawyer / government)
3. Managing all the transaction and accounts (lawyer / banks)
4. Arranging and updating all files.

EDUCATION

Master of Business Administration

AUL university Lebanon

2005

Bachelor of science in computer science

AUL university Lebanon

2003

management

NDC College Taanaeel

2002

ADDITIONAL INFORMATION

Skills and Capabilities:

- Organized and managed business transactions.
- Proficient in:
 1. Arabic: written, reading and spoken
 2. French: written, reading and spoken
 3. English: written, reading and spoken
 4. Computer skills: MS Office, JAVA, C, C ++, OUTLOOK, VISUAL BASIC, HTML, SQL, etc.;