



Lamia CHERNI

H R G E N E R A L I S T

As an HR Generalist with nearly two years of experience in recruitment, training, and reporting, I specialize in optimizing HR processes to drive efficiency and business impact. With strong analytical skills and daily proficiency in Excel, I track key HR metrics, manage data, and develop reports that support strategic decision-making. Eager to take on an HRBP role, I aim to leverage my HR expertise, data-driven approach, and understanding of HR systems to align people strategies with business objectives, enhance employee experience, and support organizational growth.

ACADEMIC EDUCATION

2021 - 2024

Master in Occupational Psychology and HRM

Faculty of Human and Social Sciences of Tunis/ Tunisia

2018 - 2021

Bachelor degree in Psychology

Faculty of Human and Social Sciences of Tunis/ Tunisia

CONTACT INFORMATION

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Lamia Cherni

SKILLS

- HR Analytics
- Strong Listening and Advising Skills
- Proficiency Microsoft Office (PowerPoint, Excel, Word)
- PowerBi
- Communication Skills
- Priority Management & Deadline Adherence
- Project management

LANGUAGES

Français (C1)
Anglais (C1)
Arabic (Native)

INTERESTS

- Theatre
- Card games
- Chess
- Video Games

PROFESSIONAL EXPERIENCE

HR GENERALIST

Forvia-Tunisia

FEB 2023 - Current

Recruitment:

- Identifying, attracting, and selecting qualified candidates to fill job vacancies through platforms such as LinkedIn, TanitJobs, and job fairs like Open Days.
- Optimized the recruitment process to ensure efficiency and a smooth candidate experience.

Tools: Excel, PowerBi.

Employee Onboarding & Engagement:

- Managing the onboarding process to ensure a smooth transition for new hires into their roles.
- Follow-up with new hires at 1-month, 3-month, and 6-month intervals to ensure integration and engagement.

Tools: Excel

Learning & Development:

- Managing the planning, coordination, and implementation of training programs, from needs identification to training evaluation, to enhance employee skills and performance.
- Implementing corrective actions post-training if necessary to address gaps.
- Monitoring e-learning progress via the internal platform Learning Lab.

Tools: Excel, PowerBi

HR Systems & Process Optimization:

- Supporting change management by creating and implementing communication and training plans for users.
- Managing leave and attendance through an internal platform, troubleshooting bugs, and assisting employees with any issues.
- Writing specifications or functional requirements for system improvements.

Tools: Excel, MAPP, SAP SuccessFactors.

HR Analytics & Business Reporting:

- Analyzing HR KPIs related to training, recruitment, payroll, turnover, etc.
- Synthesizing key information in reporting tools and providing updates on progress and performance.

Tools : Excel, PowerBI, PowerPoint

Career & Talent Development:

- Creating and managing career development plans for employees to ensure alignment with their professional growth and the company's objectives.

Employer Branding & Employee Experience:

- Planning and organizing recruitment events such as open days and job fairs to promote the company and attract potential candidates.

HR Intern

Artus-Tunisia

Oct 2022 - Jan 2023

- Writing and enhancing job descriptions
- Sourcing and selecting candidates across various job boards.
- Pre-screening candidates
- Scheduling and participating in interviews
- Developing and conducting employee satisfaction surveys.