
Georges El Borgi

Address:

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El Koura, North-Lebanon

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DOB: 15th September 1987

Nationality:

Lebanese citizen/Argentinean

Objective:

Use my combined knowledge and expertise to create, implement and achieve organizational strategic objectives.

Languages & Skills:

Arabic: Native Fluent

English: Fluent

French: Fluent

Spanish: Beginner

Excellent presentation skills and personal branding.

Personnel Recruiting and Staff Training.

Performance Management.

Employee Learning & Development,
Employee Surveys, Employee Orientations,
Personal Development, Employment contracts.

Sales and Marketing Management.

Customer Service Management, HR
Generalist Activities, Accounting and
Auditing, Multicultural Team Management,
Positive Employee Relations, Customer
Relationship Management, Customer
Satisfaction.

Business Development skills like: "Explore
and exploit new opportunities, create and
tailor new products to suit the market,
manage brand and reputation, relationship
management with suppliers and customers,
strategic planning, strategic partnerships".

Financial Analysis, International Financial
Reporting Standards (IFRS), Financial
Comparisons, Financial Statement Analysis,
Managerial Finance, Reconciliation skills,
Planning budgeting & Forecasting, Risk
budgeting, Personal Financial planning,
Financial advisory, Financial structuring,
Financial modeling.

WORK EXPERIENCE

BERLITZ LANGUAGE CENTER DOHA, QATAR

ASSISTANT DIRECTOR

January 2012 – December 2018

Preparing Salaries and Payroll processing for the staff.

Collect and maintain the Database of candidates (CVs).

Screen potential candidates in line with the Company needs.

Interview Job applicants and make recommendations regarding applicants' qualifications.

Schedule interviews for the shortlisted applicants with the concerned line managers.

Perform reference and background checks for potential applicants.

Ensuring new hire paperwork is completed and processed.

Preparing contract for newly hired employees.

Studying, analyzing and amending Human Resources procedures and policies.

Explaining Human Resources policies, procedures, laws, and standards to new and existing employees.

Providing benefits and job description information to both new and existing employees.

Handling administrative tasks related to interviewing, hiring, and developing of potential candidates.

Participate in Universities job fairs and recruitment events.

Maintaining all pertinent applicants' and interviews' data within the HRIS.

Preparing or updating employment records related to hiring, promoting, and terminating.

Handling employee relations, payroll, benefits and training.

Supervised employee attendance and resolved conflicts.

Providing leadership and direction to staff.

Setting an agenda and ensuring SMART goals are achieved.

Manage administrative functions (accounting, record keeping etc.) to ensure operations run smoothly.

Perform a sales function role directed at gaining new customers and at keeping the current customers from both the corporate and consumer market.

Assisting in developing and implementing plans and goals for the Center.

Responsible for the efficient implementation and monitoring of Center L&D activities in compliance with the systems, structures, standards, policies and procedures of the Company.

The main concept here is to support the overall L&D business strategy and growth through its own Human Capital and their Learning & Development initiatives.

Working with the director to coordinate and supervise daily operations.

Ensuring compliance with regulations and internal policies.

Reporting to director and upper management on all activities including fundraising and donor management, business development and partnership activities.

Responsible for all Marketing activities such as: Newspaper adverts, Leaflets, Email campaign, Website, Facebook, Instagram, Twitter, SMS, Billboard, Radio etc.

Managing the Procurement and Purchase procedures.

Office Administration, Personal Responsibility, Personal Support.
 Supply chain Management.
 New Business Procurement.
 Negotiating salary packages and/or prices.
 Excellent communication and interpersonal skills.
 Ability to work under pressure, Time Management, self-motivation, conflict resolution, adaptability, and Leadership/management skills.
 Teamwork, self-management, resilience, and willingness to learn.
 Thinking skills (problem solving and decision making).
 Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft SQL Server, SAP/Oracle, BambooHR, CRM, LCMS, Outlook, and all Microsoft office packages.

Accomplishments/Certifications:

English Language Proficiency in HR, Email Etiquette & Business Writing course, Sales & Purchasing, Marketing&Advertising, Meetings &Presentations, Negotiations, and Social Situations.

Berlitz Language Center, Doha-Qatar.

Advanced proficiency level in English with a certificate from Georgetown University.

Advanced proficiency level in English with a certificate from Berlitz Qatar.

English Language Proficiency in Accounting & Finance.

Berlitz Language Center, Doha-Qatar

Administrator Online Training.

Berlitz Language Center, Doha-Qatar

HRBP, HRMP, CIPD, CHRP, SHRM-CP, SHRM-SCP, CMC, KPIPC1, KPIPC2 & ODCP.

Icon Training Center, Doha-Qatar

SAP modules-MM, SD & PM

Excellence Training Center Doha, Qatar

Negotiate pricing or deals with the Center relevant Suppliers.

Full delegated authority to act as a director in her absence.

Maintain customer satisfaction and continuously strive to exceed customer's expectations.

Scheduling and attending weekly meetings.

Strategic planning, leading, organizing and controlling.

Planning departmental/functional training budgets forecast costs and delegate numbers as required by organizational planning and budgeting systems.

Evaluate staff performance and ensure conformance to prescribed standards.

Responsible for all Financial matters such as:

- Performs transaction processing related to accounts payable.
- Performs transaction processing related to accounts receivable payments, revenue collection and bank deposits.
- Ensures accounts payable invoices and expense claims are accurate, properly coded and authorized for payment.
- Process account payable invoices and expense claims for payment by matching and verifying with purchase orders, vendor statements, and receipts.
- Process accounts receivable and revenue collection functions, including preparing, printing and posting invoices, following up on outstanding invoices and administering the collection.
- Ensures completeness and accuracy of all accounts receivable and accounts payable databases and files, including monthly, periodic and annual reconciliation of control accounts.
- DRR (Daily revenue report), RVR (Rate variance report), client Folio, paid out, credit card statement and reconciliation.
- Investigating and imputing Bank statement data.
- Handling complete cycle-from invoicing and quoting customers, payment cheque preparation as per company policy, payment follow-ups and able to resolve client query's.
- Handling Center daily income collection and submit to the Bank.
- Handling daily routine work involved checking petty-cash, general expenses, and expense allocation.
- Reviewing and correcting daily revenue journals.
- Review accounts payable monthly inventory reconciliations.
- Controlling all balance sheet accounts.
- Controlling customer advance deposits.
- Maintaining general ledgers.
- Preparing bank reconciliations and Transfers.
- Reviewing monthly Financial Statement to ensure accuracy of the financial booklet.
- Monthly and annual closing procedures.
- Preparing asset purchase/disposal report for partners and dividend transfers.
- Assisting in the Yearly Audit.

IRAQI PETROLEUM COMPANY (IPC) Tripoli, LEBANON

HUMAN RESOURCES COORDINATOR

March 2010 – March 2011

Collect and maintain the Database of candidates (CVs).

Screen potential candidates in line with the Company needs.

Interests:

Fitness and exercise, business, development, languages and culture, music.

References:

Mrs. Leila Sidani Shehab

General Manager – Berlitz Language Center
UAE, Qatar, Beirut, Oman, and India

leila.shehab@berlitz-uae.com

+971 52 5643990

Mrs. Frieda Yazbek Saadeh

Director-Berlitz Language Center
Doha, Qatar

fsaadeh@berlitz-qatar.com

+96181720340

Referees: Available on request

Recruited staff as needed based on specific requirements according to posts.

Contact approved candidates, negotiate offers, issue employment contract, call in candidates for contract signature and collect the required documents for the completion of the employment file.

Assist with payroll processing and providing benefits and job description information to both new and existing employees.

Maintaining employee records.

Preparing or updating employment records related to hiring, promoting, and terminating.

Handling administrative tasks related to hiring, managing and developing of potential candidates.

Supervising employee attendance and resolving conflicts.

Work on specific projects for the unit when needed.

Studying, analyzing and amending Human Resources procedures and policies.

Creating strategies to increase employee motivation and decrease staff turnover.

IBL Bank, Beirut-Lebanon & Bankmed Sal, Amioun-EI Koura

HR AND GENERAL TRAINING

APRIL 2009 – SEPTEMBER 2009

Received practical training on; creating job descriptions, salary scales, policies and procedures in customer service, foreign exchange, ATM machines, insurance and car loans, current and saving accounts.

EDUCATION

MBA IN HUMAN RESOURCES MANAGEMENT AND SERVICES

Saint-Joseph University (USJ), Beirut-Lebanon.

2008-2010

BACHELOR OF BUSINESS ADMINISTRATION AND MANAGEMENT

Saint-Joseph University (USJ), Beirut-Lebanon.

2004-2007

LEBANESE BACCALAUREATE (HIGH SCHOOL DIPLOMA)

College des Frères (1991-2004) - Graduated in 2004.