

Ranya Saab

Mobile: +961 76 165542

Email: ranya.saab@gmail.com

Nationality: Lebanese

LinkedIn Profile: www.linkedin.com/in/ranyasaab



HR Generalist/On-Boarding/Off-boarding Specialist

Experienced On-boarding Specialist with 10+ years success dealing with all aspects of HR administrative operations and strong background in corporate business environments of rapid growth. Professional yet socially- minded personality able to effectively interact with new hires and stakeholders. Developed On-boarding/Off- boarding policies and procedures for socialization of organizational newcomers & leavers from designing both collective and independent. On-boarding programs and processes contingent upon role and departmental expectations such as inductions, presentations, collaterals, lectures, Buddy Programme, e-learning environments, tours and events.

Key Competencies & Skills

- New Hires On-boarding/Off-boarding Expert
- UAE & GCC Labor Law/Immigration & Government Relations expert
- Global mobility & Relocation expert
- Problem Solving mindset
- Ability to pick up new skills & knowledge quickly
- Comfortable with the responsibility of being the 'goto' person on process/challenge situations
- Thinking laterally to create options and solutions
- Positive 'can do' mindset towards work
- Good communication including influencing, negotiation and presentation skills
- Ability to work under pressure & multi-task in a fast- paced environment
- Proven ability to work independently off own initiative & work on multiple projects simultaneously accompanied with organizing skills and an eye for details
- Excellent computer skills, including Word, Excel, PowerPoint, Access, SharePoint and G-Suite
- Ability to communicate effectively in English & Arabic, both orally and in writing
- Ability to understand complex technical environments

Languages:

- **Native: Arabic**
- **Fluent: English**
- **Conversational: French**

Activities & Interests:

- **Traveling & exploring the world**
- **Music, Poetry, Literature**
- **Socializing with people**

Professional Experience:

PwC Middle East Beirut – Lebanon Partner Leadership & Succession Manager

April 2019 - Present

- Managing all Partners requests within the Middle East region, such as HC letters, annual leave calculations, payroll and medical insurance.
- Handling partners on-boarding process: immigration, relocation, Workday hiring, induction plan, insurance and benefits set up, and partner communication.
- Handling partners off-boarding process: exit checklist, Workday updates, visa cancellations, benefits cancellations, repatriation, communication with relevant stakeholders.
- Managing offer management process and schedule interviews.
- Works on specific projects related to HR initiatives as assigned.
- Medical insurance invoice renewal data recon for all ME entities.
- DHA data completion for medical insurance.
- Partner data and reports for various requests: e.g. Tenure for Tax, or cost centers for Assurance.
- Wing to wing support of Internal Partner Admissions process, including IPA google site set up and post admission processes.
- Partner upward feedback process for moderation Knowledge, skills, and abilities

GOPA Middle East - Amman- Jordan COO Office PA/HR Restructuring

April 2018 – Dec 2019

- Maintain office services by organizing office operations and procedures
- Design/implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retrieval, transfer, & disposal of records.
- Maintain office efficiency by planning and implementing office systems, layouts etc...
- Complete operational requirements by scheduling and assigning employees
- Keep management informed by reviewing and analyzing special reports; summarizing information; Maintain office staff by recruiting, selecting, orienting, and training employees.
- Maintain office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contribute to team effort by accomplishing related results as needed

PwC - Dubai, UAE Regional HR Operations Manager- On-Boarding

Oct 2015 - Aug 2017

- Deliver a proactive and responsive HR service to Partners, Directors and staff
- Designed and implemented an onboarding process for UAE & the Region to ensure consistency in processes starting day one until 90 days of joining PwC
- Conduct and organize new joiners' induction and annual calendar
- Manage and refresh Induction tasks and material for new joiners
- Manage Induction presentation's update on monthly basis and ensure that all local offices are using the same version to maintain consistency
- Guide new joiners through their onboarding journey

- Manage LookInside (Pre-hire portal) update and design regionally to be aligned with Global
- Manage the transition of HC material from PwC Portal to Spark (PwC Intranet)
- Align with different stakeholders re content
- Update/upload HC policies on Spark, coordinate with local offices in the region to enhance onboarding process
- Distribute and analyze New Employee Survey
- On-boarding/manage "Annual Graduate event of 250 - 350 grads"
- Maintain clean data record for all our new joiners through SharePoint site
- Manage day to day operations (i.e staff queries, letters, banks, visas, medical etc.)
- Deal with visas and residency challenges on daily basis
- Guide new joiners through the onboarding process by conducting all orientation sessions in multiple locations including assisting them in matters i.e paperwork, benefit enrollment etc.
- Manage hotel relationships to ensure we are getting competitive prices
- Implement/manage Buddy program
- Ensure that all new joiners have assigned Buddy, People Manager and Report Manager
- Manage weekly onboarding meetings with HC team
- Manage stakeholders to ensure that our new joiners are settled since day one
- Working with virtual Shared Services Team

PwC - Dubai, UAE

Aug 2013 - Sep 2015

HR Assistant Manager - Regional Partner Affairs

- Manage Partner's On-boarding, Off-boarding and Global Mobility, benefit/relocation process in and out
- Manage annual New Partner Event (promoting Directors to Partner)
- Annual Capital & Loans process as well as Partner's Independence
- Assist with the loan documentation (includes coordinating getting required docs)
- Partner Affairs monthly report & update global reporting of partner numbers in the region, ad hoc requests and pulling information together.
- Income & Pension process
- Maintain Equity Deeds, offer letters, updated passport and other documents.
- Update PAMS (Partner Management Administration System)
- Assist in Retirement and Settlement agreement for Partners and Exit Process
- Reconcile partner headcount to Gulf HR
- Maintain Partner's leave balance and upload into new GHR
- Implement a yearly medical plan for Partner's
- Maintain IPA's List (Internal Partner Admission) as well as gratuity payments
- Maintain PRP's for Partners (Partner Reporting Partner)
- Partner's Pipeline, PPA and updates on completed and pending plans

Reckitt Benckiser - Dubai, UAE

Feb 2013 - Aug 2013

PA to Vice President

- Manage pre-read & logistics for Area Meetings & Business Review Meetings in a timely/efficient manner
- Proactively follow up with the region on meeting agendas
- Prepare/manage the 2014 annual RUMEA Conference within agreed timelines and budgets
- Effectively manage EVP RUMEA calendar and travel plan (including visas as required)
- Proactively raise issues/conflicts and propose solutions
- Provide full telephone & administrative support to EVP RUMEA or RUMEA HQs director
- Prepare & handover travel expenses to finance for payments for EVP RUMEA
- Secure VISA & all residence documentations are regularly updated

- Create a simple & effective physical filing system (for legal documents and hard copies)
- Develop a digital filing system, including all presentations from BR Meetings when required
- Effectively manage filing clean-up once a year during the clean-up day
- Work with EVP RUMEA on producing effective/high quality presentations when required
- Proactively gain respect and credibility with all key interfaces, both internally and externally

Mckinsey & Co - Dubai, UAE
HR Generalist - Government Relations Expert

Jul 2011 - Feb 2013

- Manage all DIFC related queries
- Lead and contribute to other Human Resources projects
- Support all MEO colleagues and their families in their residency process – application, renewal and cancellations – incl. collecting all relevant paperwork, medical tests and UAE IDs
- Solve challenges on the spot while escalating serious issues as needed
- Ensure we have all relevant paperwork to keep our DIFC trade license
- Support the smooth entry of employees by working with HR on general on boarding and mobility processes, including administering background checks and processing relevant paperwork
- Effectively handled the transfer of all employees' residencies from DED to DIFC.
- Contribute to office and Firm initiatives as appropriate
- Create initial personnel files, including processing, distributing and filing all new hire paperwork
- Knowledge and expertise of DIFC processes and relationships
- Follow Up on all relevant government relations procedures so that work is carried out in a controlled and consistent manner.
- Maintain day to day operations related to own jobs in Gov. Relations to ensure continuity of work.
- Collaborate well and is a proactive team player, both within and across departments.
- Contribute to a positive team working environment, transparent & proactive in communications with managers and teammates & take decisions when needed.
- Manage all kind of conventional and electronic correspondences

Fitch Ratings LTD - Dubai, UAE
PA / Marketing Associate and Office Manager

Sep 2006 - Jun 2011

- Diary management, correspondence, minutes of meeting, arranging meetings for the MD
- Support team of Directors & Managing Director with any needed administrative tasks
- Generate & edit of various reports & Charts
- Events & Conferences coordination and organizing in the Middle East
- Travel, Hotel arrangement as well as all legal document for any trip (e.g visas, invitation letters)
- Translation of Press Releases & organizing for Marketing advertising
- Establish/maintain filing system and clean updated customer database
- Establish/maintain on-going projects database
- Prepare Quotations, Cheques, Purchase Orders and Invoices
- Responsible for the inventory of promotional items
- Maintain/update computerized database using MIS, Fitch Research, MIS Key User
- Bookkeeping & establish new accounting system (Access)
- In charge of moving process to a new premise (full office furniture, equipment, and legal document)

Ritchie Brothers Worldwide Auctioneers - Dubai, UAE
Document Controller and Government Expert

May 2002 - Jun 2006

- Import/Export Customs Clearing & focal Point for Jebel Ali Customs, Chamber of Commerce & Dubai Traffic
- Coordinate with Consignors regarding their Documents
- Coordinate with Silaa Border Officials (Abu Dhabi Customs)
- Recruiting, hiring, training and coaching Customer Service Representatives for each sale day
- Maintain/update computerized database using SALE SITE, AS400, Microsoft Access and JD Edward
- Post auction Account settlement for the Consignors/ manage the lifecycle of all documents
- Manage/maintain electronic Document Control System
- Maintain/update Company's vehicle registration
- Undertake day-to-day administrative and operational tasks as well as organizing events
- Follow up required responses or feedback to documents or any other documentation
- Maintain an electronic master document register of correspondence, responses and transmittals.
- Maintain a database related to document receiving, tracking, and distribution
- Authorized signatory in the Government/Knowledge of government office, immigration office, municipality, and Etisalat

Education & Certificates:

- High School, Backline Official Secondary School
- Diploma in Computer Languages
- Customer Service Training/Telephone Skills Training.
- Presentation Skills Course
- Basics of CPR & First Aid– Cedar's-Jebel Ali International Hospital, Dubai, UAE
- Centered Leadership Training
- Influencing & Negotiation Skills
- Data Booster training
- Managers Training Propel