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**Boulos Minassian**

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**Highlights**

19 years Administration and Human Resources experience.

General administration Recruitment

Electronic content management Manpower and employee relations

Budgeting Performance and staff appraisal

Procurement Training needs

Contract administration Staff development

**Work, Experience & Skills:**

**06/1996 – 09/2015: Senior Administration Supervisor**

**Qatar Petroleum**

* **Administration**
* Lead the admin office team: office supplies, publications, facilities management, conferences, workshops by implementing advanced technology tools and media
* Promote usage of Corporate Electronic Content Management System (ECM). Evaluate Department Business Process for optimizing ECM usage and implementation
* Implement and adhere to Retention Policies and procedures and dispatch archives to Record Center including retrieval process and maximized the paperless strategies
* **Finance, Budget and Contracts Administration**
* Participate in ICT budget preparation and related financial activities (accruals, invoice payment, variance reports, budget revisions, asset capitalization, release orders, service entry sheets,…) for the department
* Collate and prepare ICT Service Budget requirements
* Review Purchase requisitions and Call-Off orders and validate cost center allocations in line with approved budget. Review budget allocation of Contract documents and variations
* Coordinate with sponsoring divisions the creation of Contract Request, Variations and Change Request. Review documentations and format. Monitor correspondences related as per KPIs and deadlines.
* **General Human Capital Activities**
* Provide support by implementing HR policies and procedures
* Participate in the Performance Management System (SMART) cycle of the department from the creation of staff SMART Objectives, Mid-year review, self assessment until the final evaluation process.
* Process staff leave in line with Department annual leave plan
* On boarding and orientation, resignations, terminations, promotions, re-designations, transfer and exit interview.
* Participate with Employee relations in case of disciplinary and grievance situations. Organize counseling sessions
* **Staff Development**
* Prepare the annual Executive Nationalization Plan Report and provide the demand of national graduates in view of establishment and strength figures
* Assess and propose nationals intake and demand in coordination with HR Recruitment and Development departments to achieve the Corporate nationalization objectives
* Organize and coordinate work term and internship programs for allocated and sponsored nationals. Create familiarization sessions and on the job training
* Coordinate preparation of Development Plan (DP) for newly hired graduates by ensuring flow of information and required data between Learning & Development unit and department.
* **Training**
* Ensure that identified training needs are valid by confirming the benefits of the training directly on the attendees and their job duties, and whether the job duties or performance get negatively affected if the training is not provided
* Assess and propose methods to meet training needs in line with staff learning development or skills enhancement in addition to Market demand and new technologies. Analyze outcomes and present adequate solutions and plans
* **Recruitment & Manpower**
* Consolidate and prioritize Vacancies, update job descriptions and draft ads with division heads. Initial screening and recommendation
* Review Recruitment allocated budget for department strategies regarding campaigns and overseas ads. Participate in head hunting campaign with first class international recruiting agencies.
* Prepare succession plan and retirement forecast for appropriate action.

**08/1993 - 05/1996**

**Sales Representative**

**Family Bookshop Group**

* Bookselling of western novels and educational prints.
* Provide ELT materials to internationally recognized language centers
* Participate in annual budget preparation, Submit monthly Trial Balance and book keeping reports. Customer services. Coordinate local and international book fairs

**Education, Training & Languages**

**Bachelor of Science in Computer Science**

American University of Beirut - Lebanon

**Courses**

* BW COST VARIANCE REPORT TRAINING
* SAP FICO-BW-FI
* MANAGING CONFLICT AND DIFFICULT PEOPLE
* SOLVING PROBLEMS AND MAKING DECISIONS
* TIME AND STRESS MANAGEMENT
* ADVANCED SUPERVISION
* E-CNRC SYSTEM : HANDS-ON TRAINING (RECORD MANAGEMENT)
* SAP MATERIALS MANAGEMENT ENDUSER TRAINING
* ESSENTIAL SKILLS FOR ADMINISTRATIVE SUPPORT PROFESSIONAL
* COMMON ADMINISTRATIVE SUPPORT TASKS
* SUPERVISORY MANAGEMENT SKILLS
* CREATIVE PROBLEM SOLVING

**Languages**

Fluent in English, Arabic and French.