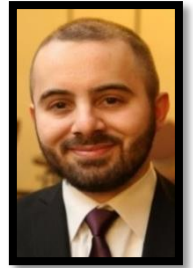


Tarek Adhami

tarek.adhp@gmail.com

(+90) 5391055808



Personal Profile

A self-motivated and dynamic HR professional focusing on learning and development of people.

Experience:

Dar Al-Chifaa Hospital – Tripoli Lebanon

HR Manager

Nov 2016 - Oct 2018

- Developing human resources plans
- Aligning HR objectives with corporate strategy
- Developing and amending HR policies and procedures
- Recruiting and hiring candidates, and providing orientation to new employees
- Conducting training and team building activities
- Managing performance appraisals
- Conducting employee's satisfaction surveys
- Developing and amending job descriptions in the hospital
- Developing reports to the general management
- Suggesting employee motivation proposal to the general administration

Administrative- Billing Department

Jan 2011 - Oct 2016

- Doing the departure permit for patients
- Auditing and matching patients' files with their bills
- Preparing patients files, bills, approvals and schedules to be sent to the guarantors
- Responding to inquiries from patients and their families
- Prepared a draft of the policies and procedures of the department

Member of the Administrative Committee

Jan 2015 - Oct 2018

Dar Al-Chifaa Sports Club

Quantum Center – Tripoli Lebanon

Leadership Trainer

May 2016 – September 2018

- Self-Control
- Thinking skills
- Motivation
- Time management
- Emotional intelligence
- Planning

Adhami Sports Club (A.S.C) – Tripoli Lebanon

Co-Founder

Nov 2016- September 2018

Internships:

<i>Dar Al-Chifaa Hospital – Tripoli Lebanon</i>	Oct 2010 - Mar 2011
Administrative- Admission & Billing Department:	
○ 3 months- unpaid internship	
○ 3 months- paid internship	
<i>Al Maraabi office for accounting– Tripoli Lebanon</i>	Jan 2008 - Mar 2008

Education:

PhD in Business Administration	Feb 2019 – Currently
<i>Eastern Mediterranean University, North Cyprus</i>	
<i>Research assistant in the deans’ office</i>	fall semester 2019 -Currently
Master's in Health Institutions Management	2011- 2014
<i>Jinan University, Lebanon</i>	
Master's thesis entitled "The importance of public relations management in improving the image of hospitals"	
BS in Business Administration and Management	2007-2010
<i>Saint-Joseph University, Lebanon</i>	

Professional development – Courses and workshops:

1. Certificate in Leadership, Canada Educational Center	2012
2. Patient Care Excellence, Lebanese American University	2013
3. TOT (training of trainers, certified trainer), Canada Educational Center	2014
4. modern tools of hospital management course, Beirut Arab university and Lebanese order of physicians	2015
5. Public Speaking course, Iman school	2015
6. Human resource management, Lebanese Center for Development and Network of Educational Instruction	2015
7. Project Management Professional, international academy for building capacity and life management center	2016
8. Human resource management: advanced management programs series, APIS Health consulting group	2018

Computer Skills:

- Microsoft Office (Word, Excel, PowerPoint)
- Adobe premiere cs6 (Beginner)
- SPSS – Stata – Eviews – Smart PLS

Written and Spoken Languages:

- English : good
- French : intermediate
- Arabic : maternal Language
- Turkish: Beginner

English proficiency:

- IELTS - Overall Band Score: 6 (test date: 1/12/2018)

Nationality: Lebanese

Date of Birth: 24th February 1990 Tripoli- Lebanon

References will be available upon request