

Gilbert Diab

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Summary

Effective bilingual compensation/HRIS leader with 15+ years of experience in the international banking industry. Demonstrated expertise in HRIS system management, employee relations/development, project management, and compensation structure development/implementation. Canadian permanent resident seeking a senior HR generalist role to utilize an accomplished skill set and MBA within a collaborative, goal-oriented organization.

Work Experience

Head of Compensation Analysis & HR Information System (HRIS)

Bank of Beirut – Lebanon

January 2021 to present (remotely from Canada since March 2023)

- Designed, evaluated, and modified HR & benefits policies to ensure programs are current, competitive, and compliant with government and collective agreement regulations.
- Supervised and verified periodic payroll runs covering around 2000 employees related to local and foreign entities and subsidiaries. Administered salary structure revisions and participated in the salary review sessions to reconcile the budget set between the Finance and HR departments.
- Monitored the HRIS activities and led HR projects related to Job Evaluation and Grading using Hay Method by assessing the main distinct factors. Updated and created Job Descriptions for 100 positions.
- Developed a performance management system for more than 100 positions and 1000 employees based on BARS and MBO methods.
- Acted as a Business Partner for aligning business objectives with employees and management in designated business entities.
- Created a competencies database for different jobs to establish competency mapping and optimized employees' potential by assigning them to tasks where they can be highly successful. I implemented the database in the HRIS system which helped the company gain projection for critical positions and become proactive towards risky turnovers.
- Utilized practical communication skills to develop people and provide constructive on-the-job feedback and training, fostering an innovative team-oriented work environment.

Head of Human Resources Information System (HRIS)

Bank of Beirut – Lebanon

March 2010 – December 2020

- Supervised HRIS activities of local and foreign subsidiaries, and ensured HRIS performance was meeting the requirements of the organization.
- Assessed multiple HR metrics to ensure the efficiency of different HR units and activities of the HR Department and maintained their alignment with the HR plan of the organization using attention to detail and accuracy.
- Led and supervised projects related to job descriptions, performance evaluations, and job grading.
- Initiated and supported HR operations change process to meet the organization's strategic plan and ensured the alignment of the HR strategies.
- Ran the periodic payrolls and verified the correct payments to employees. Generated salary reports and presented them to the internal and external official authorities. The payroll covered several sister companies and around 2000 employees.
- Worked as an employee relations specialist and offered counseling services to employees.

HR Analyst

Bank of Beirut – Lebanon

April 2005 – February 2010

- Managed and provided system support across all HR system modules and identified improvement areas to ensure the HRIS system's efficiency and maintain its integrity and reliability.
- Provided accurate and timely reporting for all HR reporting, including headcount, gender data inquiries, employee distribution, and performance management, as well as creating, retrieving, manipulating, and analyzing reports in HRIS on a periodic and needed basis to be presented for decision-making.
- Configured, tested, validated, and implemented business process changes and workflows in the HRIS, resulting in optimized and continuous improvement activities.
- Performed HR operations tasks related to job descriptions, job analysis, recruitment, and performance evaluation, and established a ranking system using time management and organization skills.

Education and Certificates

- Master of Business Administration degree.
- Bachelor degree in Computer Science.
- Certificates in Human Resources Management, Labor Law & Social Security Matters.
- Certificate in Reward Management and Developing Competencies to Identify High Performers.
- ISO 10015+ Certified Internal Auditor.
- Certificate in Job Analysis & Job Descriptions.
- Certificate in Job Evaluation using Hays method.
- PMP – Project Management Professional (Certificate of Attendance).
- Certificate in Lebanese Financial Banking Regulations.
- Scotwork Advancing Negotiation Skills Certificate, 2018.
- Google Data Analytics, 2022.

Core Competencies

- Personnel and Human Resources – Knowledge of principles and procedures for personnel recruitment, selection, training and development, compensation and benefits, labor relations, and participated in setting the HR Policies of the company.
- Enterprise resource planning ERP software – SETS, People 365, Microsoft Dynamics 365, SAP SuccessFactors, Oracle PeopleSoft.
- Advanced analytical skills and detailed oriented – Knowledge in Data Analytics and proficient in Microsoft Excel.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Organizing and Project Management – Demonstrated organizational skills by implementing new HRIS system that increased HR work efficiency.
- Leadership – Demonstrated leadership skills by acting as a direct supervisor for three employees on several HR projects where I used the situational leadership techniques to ensure my subordinates handle their tasks efficiently. Supervised the HR functions of the local and overseas subsidiaries and sister companies. Acted as a General Manager of a sports team and led rapidly the team from an amateur level to world class level.
- Communication Skills – Promoted healthy communication while dealing with colleagues and proficient in English, French, and Arabic. Delivered on monthly basis presentations for the management and new employees using Microsoft Powerpoint and Prezi software.