Nationality: Zimbabwean



**CAREER HIGHLIHTS**



* Knowledgeable, practical and success-oriented HR &Administration professional with a proven track record of managing and implementing a diverse range of functions. History of significant achievements and commendations of a distinguished HR career spanning across Australia and Dubai
* Proficient in coordinating assigned projects and activities as well as providing clerical and office support and assistance to the departmental managers.
* A results oriented, hands-on individual and a company focused leader in increasing operational efficiency and profitability with high end results.



**CORE COMPETENCIES**



|  |  |  |
| --- | --- | --- |
| • Human Resource Management | • Training & Development | •Employee Relations & Retention |
| • Recruitment & Selection | • HR Induction / Orientation | • Termination & Exits |
| • Benefits & Timesheets Admin | • HR Policies & Procedures | • Documentation & Coordination |
|  Administrative Responsibilities |  Performance Management |  Compensation & Benefits |



**KEY SKILLS**

1. ***Recruitment and Administration*** –Significant track record of providing recruitment and administrative supportincluding sourcing, screening and short-listing candidates as well as scheduling interviews and preparing offer letters/employment contracts. Expertise in matching career profile of available candidates with suitable vacancies while balancing organisational and individual needs.
2. ***Relationship Management***. - Exceptional relation building skills with abilities to develop and nurture productiverelations at various levels within and outside the organization. Deep sense of values, ethics, discipline, personal conduct, Integrity gained via rigorous and exacting standards to maximise profits and growth.
3. ***Team Player*** –Energetic and self-motivated team player with an ability to deliver quality performance within fast-paced, ever evolving environments. Significant record of successfully handling individual profiles while effectively aiding cumulative success of the team for ensuring organisational benefit.
4. ***Interpersonal & Communication Skills*** - Excellent communicator with exceptional interpersonal andrelationship management skills with an ability to maintain cordial relations with a wide section of people. Highly interactive, analytical and influencing with adaptability to frequent changes and high competition under pressure

**NOTABLE ACHIEVEMENTS** 



* Successfully completed the set-up& execution of policies & procedures for the Alcohol & drugs testing within the HR department for the company. (DP World Australia).
* Successfully conducted an audit on the research of Occupational, Health and Safety (OHS) guidelines, practices and legislations to ensure that the company’s practices and policies are in line with current national requirements. (AMMS Group, Australia.
* Received a certificate of appreciation from the Edith Cowan University (Australia) for participating and contributing to the Business Edge Work as well as the community through BES3100 Business Career Development unit.



**CAREER HISTORY**



**HR ADMINISTRATION ASSISTANT-** EMIRATES, LCC, Dubai, UAE(Sept 2014–Feb 2016)



***BACKGROUND:****ACWA is a leading provider of innovative, sustainable process solutions for the air, water and wastewater sectors around**the globe. (Water Engineering Company).*

* ***Vital documentation:*** - coordinating with the PRO regarding passports, visas, labor cards, and health cardrenewals.
* ***New employees:*** –creating new profiles, organizing their work stations, giving memos (orientation).
* ***Documentation:*** - record keeping and filing system for HR documentation &various officeprocesses.
* ***Meetings:*** - booking & preparation of meetings, conferences and teleconferences.
* ***Timesheets***:–approval of timesheets for office and site staff ensuring that projects entered are correct.
* ***Visas***: -business visa applications for employees going on business trips and record upkeep for visa expiries andrenewals.
* ***Travels:*** -coordinating air travel for annual vacations & business travels, hotel reservations and car rentals.
* ***Leaves:*** - maintained the daily and monthly attendance for business, annual and monitoring sick leaves.
* ***Training:*** - coordination of training expenditures within the company budget.
* ***Supplies:*** - manage, source and order office supplies and equipment within the budget guidelines.
* ***Reception cover***& providing office support services to ensure efficiency and effectiveness within officeoperations
* ***Other:*** - handling couriers, business cards, memos, liaising with phone provider for company phone packages,expense claims, updating company phone list & organisational chart, generating reports , updating spreadsheets accordingly and closing accounts for staff that have exited ensuring that property exclusively belonging to the company is returned.

 **SENIOR HR & LABOUR HIRE MANAGER**

NGURRATJUTA ABORIGINAL CORP & INGKERREKE COMMERCIAL, NT, AUSTRALIA (Nov 2013- JAN2014**)**

***BACKGROUND:****Ngurratjuta is a royalties distribution & investment organisation. INGKERREKE are construction contractors.*

* **Labour Hire:** -Managed all Labour Hire dealings of Ngurratjuta &Ingkerreke.
* **HR management: -** recruitment, comprehensive staff inductions, performance reviews, counselling,termination & staff retraining.
* **Legislation**: -Ensured that the organisation complies with all relevant legislative requirements.
* Promoted effective workplace relationships and maintain effective stakeholder and business relationships

 **HR ADMINISTRATIVE ASSISTANT-**DPWORLD, PERTH, AUSTRALIA(June 2012–Mar 2013)

***BACKGROUND:****DP World is a leader in international marine terminal operations & development, logistics& related services.*

* **Recruitment**: -Proactively handled all activities relating to recruitment including placing advertisements on jobboards, reviewing applications, matching candidates profile with the job requirements and telephone screening of applicants in conjunction with the human resources manager.
* **Onboarding:**-Shortlist applications and conduct preliminary interviews
* **New staff:-**Arranged pre-employment medicals, training new employees and assisted in inductions.
* **HR Admin: -**Performed general administrative functions such as data entry, booking meetings, photocopying,printing, laminating and filing.
* **Scanning Project:-**Efficiently handled anHR scanning project which included scanning over 300 employee’sdata into a softcopy database.
* **New Policies:**-Updated and implemented latest policies such as the random drug and alcohol testing, inconjunction with the human resource manager, as well as conducted research on current human resources practices and policies.



* **Insurance:-**Assisted with Return to Work and Worker’s compensation documentation and the day-to-dayhuman resources functions.
* Assisted the manager in disciplinary meetings and prepared employee termination paperwork.

 **HR GRADUATE** ENGINEERING GROUP, PERTH, AUSTRALIA(Mar 2011–Oct 2011)

***BACKGROUND:****AMMS provides engineering, maintenance and industrial solutions for the resources and industrial sectors*

* **HR Administration:** -Updated employees’ information on to systems while ensuring accurate data entry andmaking necessary corrections.
* **Audit**:-Conducted research on Occupational, Health and Safety (OHS) guidelines, practices and legislations toensure that the company’s practices and policies are in line with current requirements

 **HR & QUALITY ASSURANCE DATA ENTRY-**UON POWER & WATER, PERTH, AUSTRALIA(Oct 2011–Nov 2011)

***BACKGROUND:****UON Power & Water provides power generation, air compressors &water pumping solutions to industries.*

* Entry level training across all HR faucets
* Reviewed and updated quality assurance flow charts.
* Interviewed and communicated with all employees to collect information for the ‘Who Am I’ posters and presented this information to the corporate service manager.



**EARLIER CAREER**



 **NANDOS GRILLER & CUSTOMER SERVICE**–NandosJoondalup; Australia(Aug 2008 to Jan 2011)

 **NURSING ASSISTANT & VOLUNTEER**–Grandview Aged Care Facility; Perth, Australia(Nov 2008 to Apr 2013

**ACADEMIC CREDENTIALS** 



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  **Certified Teacher (TESOL) – Teaching English to Speakers of Other Languages** | | 2014 |
|  |  | TESOL Australia, Northern Territory, Australia | |  |
|  |  |  **Bachelor of Business (Major)-Human Resource Management,** | | 2008-2011 |
|  |  | **(Minor)- Public Relations** | |  |
|  |  | Edith Cowan University, Western Australia | |  |
|  | ***Computers:*** Proficient in Windows, MS office (MS Word, Excel, Power Point, Outlook), | | |  |
|  |  |  |  |  |
|  |  | **PERSONAL DETAILS** |  |  |
|  |  |  |  |  |
|  |  | Hobbies | : **Reading, cooking & travelling** |  |
|  |  | Notice period | **: Available Immediately** |  |
|  |  | Visa | **: Transferable Employer Visa (exp. Sept 2016)** |  |

**First Name of Application CV No:** **1655496**

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