**Hyacinth**

**Hyacinth.336969@2freemail.com**

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| **PROFESSIONAL SUMMARY** |
| * More than 9 years in the field of hospitality in UAE and 7 years in music industry as a professional singer.
* Currently working as Human Resources Executive cum Personal Assistant to the Managing Director.
* Knowledge of Microsoft Office, EDNRD (online visa application system), Business Correspondence and Training.
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| INDUSTRIES: | Hospitality  |
| FUNCTIONAL AREAS: | Human Resources, Public Relation Officer, Personal Assistant to the Managing Director, Trainer.  |

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| PROFFESIONAL EXPERIENCE: |

**HUMAN RESOURCES (PROMOTED)**

**Jumani Group of Companies**

**2014 – PRESENT**

* Handled 130 employees.
* Prepared Payroll.
* Reviewed/approved department’s duty roster.
* Passport inventory
* Arranged transport and air ticket for staff.
* Applied Ikama (Residence visa) for all the staff
* Collected change status and exit stamps of ex-employees and filing for records.
* Filed documents related to employees manually and on the system.
* Advertised on job portals, screened CV’s, call candidates for interview
* Arranged/ Conduct staff initial training.
* Coordinates with different head of departments, regarding manning, job description and evaluation.
* Processed leave application/benefits of Hotel’s employees.
* Arranged documents for visa, medical and occupational health card for application or renewal submitted to Third Party Company.
* Arranged documents required for visa application / cancellation.
* Maintain and consult PRO for suggestions and advise anything related to staff visa and passport issues
* Issued and prepared termination letters to employees and preparing final settlement of employees.
* Monitored Hotel employee’s documentation validity.
* Issued memorandums, offer letters, certificates and other documents as requested and assigned.
* Prepare HOD minutes of the meeting to be circulated to all departments.
* Prepared employee of the month and birthday boards which includes the name and photographs of employees to motivate them.
* Kept cordial relation with the staff and be the first person of contact for queries related to HR.

**PERSONAL ASSISTANT TO THE MANAGING DIRECTOR**

**Jumani Group of Companies**

**2007 – 2014**

* Arranged visas/hotel reservation for the guest, family and friend of the Managing Director who intend to visit Dubai.
* Provide proper documents to the PRO for the submission, clearance of all kinds of visas (Tourists visa, Transit visa, Long visa and Employment visa)
* Submits visa details in Monthly basis to Accounts Department to monitor all the visa expenses of the Hotel, outstanding visa balance, and Hotel profit for the visa applied.
* Taking approval for all kind of documents to be signed by the Managing Director.
* Manages Managing Director’s day to day schedule and out of country booking & reservation.
* Devising and maintaining office systems, including data management and filing
* Provide general assistance to the Managing Director.
* Screening phone calls, enquiries and requests, and handling them when appropriate
* Meeting and greeting visitors at all levels of seniority
* Organizing and maintaining diaries and making appointments;
* Dealing with incoming email, faxes and post, often corresponding on behalf of the Managing Director.
* Write reports, executive summaries, Typing documents
* Conduct research on the internet, write minutes of the meeting
* Booked meetings or restaurant reservation for the Managing Director.
* Read, monitor and respond to the principal's email.
* Prepared correspondence on behalf of the Managing Director.
* Released Adds as per order of the Managing Director and scanning CV Sending updates and reports to the Managing Director especially if he is out of the country.

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| ACADEMIC QUALIFICATION  |

**Stonebridge Associated Colleges United Kingdom, United Arab Emirates**

Airline and Airport Customer care Certificate Course

2007

 **University of Perpetual Help System Dalta, Philippines**

 **Molino 3, Bacoor Cavite**

 Bachelor of Science in Computer Science

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| PERSONAL INFORMATION  |

Single, stands 5’3 in height. Born on June 30, 1979 at Manila, Philippines.

Speaks & Write English fluently / Tagalog .