**ARLENE**

Arlene.347386@2freemail.com

**OBJECTIVES:**

A senior level position where I can apply my extensive experience in the field of Human Resources Management and effectively contribute to the company’s needs and requirements.

**AREAS OF EXPERTISE:**

* More than 7 years of experience in Human Resources Management and Administration.
* Talent Acquisition and Retention.
* Intensive knowledge and experience in Employee Relations, Grievances, Compensations and Benefits Administration, Trainings & Development, Contracts Negotiation, Succession Planning and UAE Labour Law.
* Development and Implementation of Company HR Policies & Procedures and ability to function as Strategic HR Business Partner.
* **HRIS** proficient - **HRnet** software including airline reservations systems - **Accelaero** and **SITA**.
* Possesses valid UAE driving license.

**PROFESSIONAL WORK EXPERIENCES:**

**RAK Petropack LLC**

**Ras Al Khaimah, U.A.E.**

HR Manager/HR Business Partner

February 2014 - January 2017

* Directly reporting to the Managing Director to support as Strategic HR Business Partner.
* Oversees the overall activities of the department in all areas such as Recruitment/Selection, Compensation & Benefits Administration, Employee Relations, Grievances, Performance Management and Retention.
* Identifies legal requirements and government regulations affecting HR functions.
* Designing compensation packages and company benefits in compliance with UAE Labour Law.
* Administers performance review program to ensure the effectiveness, compliance of the employee.
* Supports and counsels Line Managers to effectively manage their teams to ensure higher employee productivity and better working environment.
* Reviews the employee separation notices and other related documentation, and facilitates exit interview.

**RAK Airways**

**Ras Al Khaimah, U.A.E.**

Senior HR Executive

March 2012 - February 2014

* Directly reporting to HR Manager to ensure efficient and accurate administration.
* Recording and maintaining accurate data on New Starts, Transfers, Promotions, Changes and Leavers.
* Plans, develops and facilitates changes in operating procedures, forms and practices.
* Organizes and supervises all the administrative activities for smooth and systematic operation.
* Responsible for the office facilities such staff’s office location/relocation, office maintenance, etc.
* Assists HR Manager in some areas of HR Management and related functions.
* Supports and assists for the manpower planning, recruitment and selection process.
* Organizes, administers and evaluates staff consultation for staff grievance procedures.
* Oversees staff’s disciplines and their compliance with company policies and procedures.
* In charge of dealing with the Insurance Brokers for all Insurance needs for Medical and Life including follow ups for reimbursement claims, etc.
* Preparing advertisements and notices for vacant positions and internal memorandum.
* Relieving the Executive Secretary of the CEO during her absence.

**Al Tayer Group**

**Harvey Nichols - Dubai / AREEJ - Ras Al Khaimah**

Product Consultant / Senior Staff In charge

March 2006 - March 2012

* Planning and producing staff-customer sales program.
* Reports directly to the Area Manager.
* Maintains an awareness of all promotions, advertisements and solid product knowledge.
* Main duties including planning and implementation of daily to weekly market agenda.
* Maintains ‘Service and Standards’ at all times by adhering to all policies and ensuring delivery by the company to the highest standard.

**ASIANA AIRLINES- MANILA, PHILIPPINES**

Administrative Assistant

April 2004 - March 2006

* Liaising with Asiana Airlines Head Office in Korea concerning documentation of inbound and outbound goods.
* Establishes and maintains records management system for all incoming and outgoing correspondence.
* Composes and disseminates inter-departmental memorandums (e-mails, documentaries and invoices) ensuring timely delivery and receipt of important information while at the time maintaining confidentiality.
* Assists in the development and implementation of internal control framework for contracting processes in order to enhance business effectiveness and efficiency.
* Maintains the HR database of New Joiners & Existing Employees HR Administration.
* Filing of documents into appropriate employee files.

**TRAININGS ATTENDED:**

* **Recruitment and Selection**

Al Marjan Resort and Spa RAK, UAE

2016

* **Employee Mobility**

POLO OWWA office

Philippine Embassy, Dubai, UAE 2016

* **Essentials of HR Management**

DePaul University - Continuing & Professional Education Naperville, Illinois, USA

2014

* **HR Management Skills**

Proactive Training Center Rayan Hotel, Sharjah, UAE 2012

* **Supervising for Success**

Al Tayer Head Office - Atrium Tower Dubai, UAE

2010

* **Consultative Selling and Events Training**

Al Tayer Head Office - Atrium Tower Dubai, UAE

2010

**PROFESSIONAL AFFILIATIONS:**

* **Filipino Human Resources Practitioners’ Association (Fil-HR)**

2015 - Present

* **Society of Human Resources Management (SHRM)**

2014 - Present

**EDUCATIONAL ATTAINMENT: Bachelor of Science Major in Tourism**

Centro Escolar University Manila, Philippines

2004

**PERSONAL PROFILE:**

 Birth Date: June 7, 1983

Nationality: Filipino Status: Married

Visa: Employment Visa Sex: Female

*I certify that the information presented herein is correct and accurate to the best of my knowledge. Any vital information needed for the purpose of my qualification is always available upon request*