**Cyreta**



Email: **Cyreta.362005@2freemail.com**

Date of Birth: 2nd February 1985

Nationality: British

Visa: UAE residency visa valid until November 2018

Status Marital: Single

Language Skills: Fluent English, basic German, Spanish and Swedish

Profile

An experienced HR Professional with over 6 years’ experience gain within both public and private sector. Capable of integrating commercial awareness into HR activities. Passionate about peoples welfare and for HR to be an important role within all companies I work in. A flexible, confident, creative individual who strives on new challenges.

Key skills

* Knowledgeable of UK and UAE employment legislation and exposure to Bahrain labor law
* Build and maintaining excellent relationships with stakeholders at all levels.
* Recruitment and Selection
* Manage complex ER cases including theft, fighting and alcohol.
* Devise and implement training including performance management, health and safety, new starter induction and mediation.
* Collating and presenting business KPIs
* HR management
* Conduct appraisals
* Create redundancy and restructure business cases

**Professional Experience**

 **Food Fund International (Dubai, UAE) October 2015- Present**

 **HR Business Partner**

 **Achievements:**

* Managing the entire HR function for 6 restaurants across the GCC including Eat Greek, Tribes and Meat Company with an approximate headcount of 250 employees.
* Supporting with onboarding and off boarding
* Assisting with recruitment for new stores including sourcing, interviewing and confirming offers to applicants.
* Collating and interpreting HR data for the senior management team.
* Taking responsibility for the two staff accommodation site including liaising with landlords, Accommodation Supervisor, maintenance and building contractors and Dubai Municipality.
* Advise on ER issues up to and including dismissals
* Review, revise and implement policies and procedures to maximize efficiency
* Arrange mandatory training for staff in line with Dubai Municipality Food Safety Regulations such as Basic Food Hygiene, Fire Safety and PIC level 2 and 3.
* Update the organizational charts

**Al Tayer Group (Dubai, UAE) April 2015 to September 2015**

**HR Executive**

 **Achievements:**

* Acting as the main HR contact for 6 retail brands including Gap, Banana Republic and Armani Exchange with a headcount of 800 employees located across the Middle East.
* Act as a key contact for ER related queries.
Attend project meetings and advise on ER related topics and UAE legislation.
Manage the creation of communication of all formal documentation in relation to ER activities.
* Research HR best practice and keep up to date with employment legislation to make recommendations and advise the business to ensure continuous HR improvement in relation to policy and Employee Relations
* Communicate HR policies and procedures and provide guidance and advice on their interpretation
* Investigate and respond to queries in relation to policy in line with internal custom and external best practice to ensure compliance is maintained
* Work alongside senior stakeholders and external third parties to advise on specific matters in relation to policy and the business' Employee Relations to ensure consistency, in line with local legislative requirements
* Support senior management during salary review by calibrating data.
* Providing monthly HR KPIs to the brands including Employee turnover and employee relations
* Be the HR representative during performance appraisals and ensuring talent mapping is used in line company policy.

**Caesars Entertainment UK-January 2015 to April 2015**

**HR Advisor:**

 **Achievements:**

* Working with manager in partnership with manager to handle ER cases from end to end,including grievances, disciplinary and absence management.
* Looking after 4 casinos located in London and the South East of England with total headcount of 500 staff.
* Focusing on recruitment from mid level management to senior position.
* Providing HR Advice at all levels.
* Heavily involved in strategic HR projects including reviewing policies and procedures, early stages of HR Information System system implementation, reviewing recruitment budgets and the devising and implementing of business plans as the HR representatives.
* Analysing and communicating the employee engagement survey and working in partnership with the casino to create an action plan based on the feedback from the survey.

**River Island- September 2013- December 2014**

**HR Officer**

**Achievements:**

* Reporting to the Head of HR Services and support her with projects such as reviewing existing HR processes resulting in streamlining and/or replacing them which has improved the efficiency of the HR Services department
* Developed new leaver’s process increasing the leaver’s information rate by 75%.
* Support the HR Services Team and wider HR function by processing starters, leavers and changes
* Draft contracts and new starter documents are sent out in a timely manner
* Work with the recruitment team to ensure terms and conditions offered are in line with the roles
* Advising staff at all levels on contractual benefits
* Working with Senior Managers to ensure that their staff have the correct terms and conditions associated with their roles
* Manage the HR Team (HR Administrator)
* Provide HR related advice to Head Office and Store based employees, which adds value to how we support our stakeholders in managing their teams
* Partnering with the Learning and Development Team by creating and delivering the HR inductions to improve the on boarding process of new Head Office staff
* Implementing an auditing process for right to works to be in line with UKBA guidelines
* Improving the reference requesting process increasing our reference response time by 30%

**IKEA- August 2011 – May 2013**

**HR Generalist**

* ER cases on a daily basis, including disciplinaries, grievances, flexible working and attendance management.
* Work with managers and team leaders to recruit employees ranging from providing guidance on using the store recruitment strategy and assisting in interviews as the HR representative
* Working in partnership with the Payroll Specialist for our store to deliver KRONOS training to all managers and Team Leaders to improve our payroll KPI.
* With the Operations Manager and HR Manager, introduced the staff planning strategy, which helped support the recruitment plan I presented to the store.
* Reduce our absence percentage from 10% and above down to 4% by coaching managers conducting the absence management process, reporting data relating to absence on a monthly basis and focussing on employees who have been on long term sick and with high absence levels
* Being involved in 2 UK wide HR projects including how we adhere to the Data Protection Act and implementing guidelines on paper retention and reviewing the return to work form.

**Other professional experience:**

**Salisbury Autistic Care Limited – HR Officer -July 2010 to July 2011**

**Austin Reed- HR Coordinator -July 2009 to July 2010**

**Food Standards Agency -Learning and Development Officer- August 2008 to March 2009 (Contract position)**

**Terrence Higgins Trust -HR Assistant/Payroll Administrator -July 2008 to August 2008 (temporary assignment)**

**Wandsworth Council-HR Officer -March 2008 to July 2008 (temporary assignment)**

**Barking College-HR Assistant- February 2007 to February 2008**

**Sainsbury Plc- Store Trainer/ HR administrator- August 2006 to January 2007 (Industrial placement whilst studying at University)**

**University of Greenwich -Graduate Recruitment Assistant -November 2004 to August 2006**

**Voluntary Experience:**

**Urban Youth**

Acting Chair of the Board of Trustees- March 2011 to Present

Trustee Member- December 2010 to March 2011

Operations Manager – May 2010 to December 2010

HR Team Leader – July 2008 to April 2010

**NCY Trust**

HR Officer- November 2008 to July 2009

**Professional Development**

* **Oracle**
* **Sap**
* **Microsoft Visio**

**Education**

**October 2004- July 2008**

University of East London

BA Human Resource Management – 2.2

**September 2002-May 2004**

Brooke House Sixth Form College

A-Level subjects in:

English Literature: C; Psychology: C; Sociology: C

**September 1996- July 2001**

Clapton Girls Technology College

Gained eight GCSE’s graded A\*

**Leisure Activities**

Fitness, cooking, travelling, fine dining, photography and socializing.