

**OBJECTIVE**

To pursue my career that will utilize my HR & PR Administrative, Recruitment, Training, Learning and Development skills for mutual growth and success

**SKILLS**

* Analytical & methodical in my approach to problems.
* Strong organizational skills
* Excellent written and oral communication skills.
* Able to act quick & decisively.
* Ability to multi-task.
* Excellent judge of character.
* Strong follow up skills.
* Ability to work, cultivate & build relationships with colleagues & affiliates at various levels.
* Willingness to continuously acquire new competencies and accept new challenges**.**
* Self-motivated, enthusiastic, and committed to professiona excellence.

**DORIS**

Email: [doris.380003@2freemail.com](mailto:doris.380003@2freemail.com)

**WORK EXPERIENCE**

**HR & GA Compliance Executive| Panasonic Marketing Middle East & Africa FZE | Sep 2017 – till to date**

* Drafting & revising company policies to be in sync with the labor laws for our representative offices in the Middle East & Africa regions (Saudi Arabia, Kuwait, Iran, Lebanon, Pakistan, Egypt, Kenya & Nigeria)
* Proactively auditing processes, practices and documents for our rep offices to identify key areas with weaknesses.
* Collaborating with HR Personnel / Managers in our rep offices for support with information on HR company practices/ policies they follow in order to streamline them to be in compliance with the countries labor laws.

**HR Recruitment & Training Executive | Panasonic Marketing Middle East & Africa FZE |June 2014 – Aug 2017**

**Recruitment:**

* Design, format & update job descriptions & requisitions
* Source potential candidates. for various local and overseas open positions in the company through in-house recruitment, online channels such as LinkedIn, external recruitment agencies, newspapers & other appropriate Internet sources etc
* Book resources for interviews (interviewers’ calendars, IT, rooms,)
* Conduct telephonic screening for applicants
* Coordinate with department personnel, recruitment agencies and candidates for interview scheduling (telephonic, face to face & Skype).
* Facilitate interview arrangements for shortlisted candidates (travel, gate passes & location maps to access JAFZA etc.)
* Deal with all routine correspondences to applicants, including writing to the recruitment agencies on successful and unsuccessful job applicants.
* Updating the applicant tracking system and sending out status notifications to stake holders (candidates, recruitment agencies, department personnel and HR)

**Areas of Specialization**

* HR Administrative
* Recruitment, Selection & Employee retention
* PR Administrative (U.A.E new visa processing, renewals & cancellations, procedures as per the U.A.E & JAFZA labor laws)
* Training , Learning & Development
* Send out offer letters and statements of terms and conditions of employment to successful applicants after a positive reference check
* Ensure recruitment and applicant related documents and files are accurate and organized to contribute to the efficiency and effectiveness of the recruitment function
* Processing of all supplier/ vendors invoices pertaining to recruitment in a timely manner
* Prepare new Japanese employees arrival schedules, new locally hired employees joining agendas and induction kits
* Generating monthly, quarterly, annual reports and updating of recruitment reports database

**PR/Administrative**

* Timely submission of relevant documents to the PR department for visa application and visa stamping.
* Set up, maintain a personal file (hard and electronic) for every new employee in the HRMS, and ensure that these are maintained in an accurate and up-to-date manner for submission to the Payroll department upon successful selection

**On-Boarding**

* Coordinate travel and accommodation arrangements for new emplo (mostly new Japanese employees on international assignment from J to Dubai).
* Ensure all new employees requirements are taken care off on

1st day (IT, cards, parking, sim, desks)

* Induction/orientation programs for new employees & presenting the with induction kits)

**Training, Learning & Development**

* Conduct organization-wide (PMMAF- Dubai Head office & Middle East & Africa representative offices) training & development needs assessment to identify skills or knowledge gaps that need to be addressed with the help of the Talent Acquisition & Training Manager
* Map out monthly, by-annual & annual training programs for employees
* Keeping abreast with the traditional & new training methods & techniques
* Design & develop training programs (external, in-house & international (Panasonic Japan-Headquarter & ISAMEA regions)
* Correspondence with training institutions & trainers for training programs, price quotations, schedules, materials & equipment
* Processing of all supplier invoices pertaining to training in a timely manner
* Book resources for training (trainers & employees’ calendars, IT, rooms,)
* Design, prepare & order training/educational aids & materials

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* Coordinate training programs arrangements (checklists, calendar invites to employees, notifications to Department heads, & course outlines)
* Manage and maintain external & in-house training facilities and equipment
* Maintain updated curriculum database, training logs & reports

**HR Administrative**

* Coordinate company provided accommodation arrangements for Japanese employees (hotel booking, private rented and renewal of apartment contracts, moving apartments and internet connection etc.)
* Coordinate company provided lease vehicles arrangements for all Japanese employees (signing up contracts for new and renewals for leased out vehicles, installation of VIP fueling tags, vehicle maintenance services & repairs)
* Processing of all supplier invoices pertaining to hotel

apartments, leased vehicles, salik, fuel costs, employees monthly mobile & data packages (Etisalat), courier shipping charges (DHL, Aramex & UPS) payments in a timely manner.

**HR Coordinator | Panasonic Marketing Middle East & Africa FZE | Sept 2013 – May 2014**

* Making and maintaining employee's files and records.
* Creation of employees manual (hard copies) & electronic master files on the Human Resource Management System (HRMS)
* Compensation and benefits activities such as calculation of overtimes, approving employees’ online reimbursement claims and other related activities on the HRMS system.
* Maintaining leave history and management track records.
* Generating various reports from the HRMS system
* Employee verification for banks and other institutes.
* Online application of JAFZA entry permits/employment & residence and visa renewals, employment contract amendments, visa transfers, permanent Identity (PIC), access and Temporary access (TAC) cards, work permits for employees on relative’s sponsorship.
* Online applications of the U.A.E visit visas, new visas and renewals / family residence visas
* Preparing of medical and residence visa stamping sets for new residence visa stamping and visa renewals
* Emirates ID registration for new and old employees willing to renew their visas.
* Preparation of exit schedules and full and final settlements for employees who have resigned or are terminated from the services of the company.
* Company trade licenses renewal through the JAFZA online Dubai trade portal

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**Personnel Assistant - HR | LALS International FZCO| Sept 2010 – Aug 2013**

* Explaining about the company’s profile to various partners and interested companies.
* Enhancing effective communication within the head office and to various branches belonging to the company and international branches outside UAE.
* Creating and maintaining (hard & electronic) employee's files and records on the JD Edwards system.
* Processing of visas i.e. employment, resident, renewals transit, visit visas & preparing of medical and visa stamping sets for various emirates
* Processing work permits for employees under various sponsorships and for teachers within company’s private nursery schools
* Preparation and handling of visa cancellations according to the UAE (Dubai, Abu Dhabi, Sharjah, Fujairah, Al Ain Ras Al Khaimah & JAFZA Labor laws
* Preparation of salary certificates, Noc for sponsorship (husband & Noc for driving licenses)
* Maintaining employees leave records on JD Edwards system.
* Data entry

**Information Officer/ Social Scientist| Kenya Medical Researc (KEMRI)| Jan 2008 –May 2010**

**Corporate Affairs & Communications Department:**

* Conducting Educational tours for visiting college and university students
* Public relations and media communications & advertisements activities
* Carrying out Customer Satisfaction Survey

**Eastern Southern Africa Centre for International Parasite Control (ESACIPAC) Department**

* School Health, Nutrition and feeding programs for school going children in the remote areas of Kenya
* Internal parasite (malaria & bilharzia/schistosomiasis) research and control for Deworm the world and KEMRI-Wellcome Trust NGOs (Non-Governmental Organizations) in collaboration with the Ministry of Health and Ministry of Education- Kenya.
* Kenya National Malaria Survey for KEMRI-Wellcome Trust & Innovations for Poverty Action (IPA) NGOs
* Data management & statistics for Deworm the World, Innovations for Poverty Action and KEMRI-Wellcome Trust in collaboration with Kenya Medical Research Institute (KEMRI), the Ministry of Health and Ministry of Education.

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**TECHNICAL SKILLS**

**MS Office** (Word / Excel / PowerPoint), Acrobat, Adobe PageMaker)

**EDUCATION QUALIFICATION**

**Certificate in HR Management |** Zabeel International Institute ofManagement & Technology – Dubai U.A.E |Feb 2013-Apr 2013|

**Bachelor of Mass Communication |**Kampala International University- Uganda | 2003-2007|

**Kenya Certificate of Secondary Education|** Kapnyeberai Girls HighSchool - Kenya| 1999-2002|

**Kenya Certificate of Primary Education |**Laikipia Airbase Primary -Kenya| 1991-1998|

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