Sangeeta

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# Career Objective:

Seeking a career opportunity where I can utilize my educational learning’sand experienceto contributeeffectivelytothegrowthandbenefitsofthe Organization and for withinmyself.

# Career Synopsis:

Focused and Confident professional in Hospitality and specialization in Human Resource. Handsonexperienceofworkingwiththepre-openingteamof Waldorf Astoria, Ras al Khaimah. Handsonexperienceofworkingwiththepre-openingteamof Royal Kohinoor Jewellers LLC Karama Centre, Dubai.

# Professional Learning:

Cross Exposure in Human Resource Department with Hilton Al Hamra Fort.

Work Experience:

 Dubai,UAE

Assistant Manager – HR & Admin

October 2017 till Present

# Duties & Responsibilities:

Maintain employee records (soft and hard copies)

Update HR databases (e.g. new hires, separations, vacation and sick leaves)

Assist in payroll preparation by providing relevant data, like absences, bonus and leaves Prepare paperwork for HR policies and procedures

Process employees’ requests and provide relevant information Coordinate HR projects, meetings and training seminars

Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes Manage the department’s telephone center and address queries accordingly

Prepare reports and presentations for internal communications

Provide orientations for new employees by sharing onboarding packages and explaining company policies

In-charge of the jewelry tagging, promotional materials and social media promotions.

# XCLUSIVE GROUP OF HOTEL APARTMENTS, Dubai, UAE.

HR & Administrative Assistant January 14, 2015 till October 09, 2017

# Duties & Responsibilities:

Welcomesnewemployeestotheorganizationbyconductingorientation. Provides payroll information by collecting time and attendance records. Submitsemployeedatareportsby assembling,preparing,andanalyzingdata.

Maintains employee information by entering and updating employment and status- change data. Explain company personnel policies, benefits, and procedures to employees orjob applicants.

Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, andclassifications.

Prepare badges, passes, and identification cards, and perform other security-related duties.

# Sr. Receptionist

Waldorf Astoria

Ras al Khaimah, UAE

July 07, 2013 – Jan 05, 2015

# Hostess

The Park Hotel Chennai, India

Nov 05, 2012- June 07, 2013

# Hostess

Vivanta by Taj Connemara Hotel Chennai, India

Feb 02, 2012- Oct 30, 2012

**IRD Order Taker** Comfort Inn Bhatinda, India

July 14, 2010 – Dec 25, 2011

# Achievements:

HACCP training From Food Safety Training Solutions, UAE.

Creating Memorable Moment training from Waldorf Astoria, Ras Al Khaimah, UAE. True Waldorf service training from Waldorf Astoria, Ras Al Khaimah UAE.

Awarded by Edexcel of U.K. from Jabalpur in 2010

Completed certification course in First Aid from St. John’s Ambulance Association (Red Cross Society).

# Educational Qualification:

MBA in Human Resources from Karnataka University.

Completed B. Tech HNC in Aviation, Hospitality and Travel Management from Frank Finn Institute

B.COM from RDVV University, India

Higher Secondary school Certification Examination (10+2) - C.B.S.E Board. High School Certificate Examination – M.P Board.

# Personal Strength:

Time Management Problem Solving Confident Adaptability

# Personal Information:

Marital Status: Single

UAE Driving License

Nationality: Indian

# Language Proficiency:

English And Hindi

# Computer Skills:

Proficiency in MS Word, Excel and PowerPoint

# Reference:

Available on upon request.