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.