

# Gisele Moubayed

United Arab Emirates

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#readytowork

Willing to relocate: Anywhere

## Work Experience

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### **HR Manager**

Alpha Tours - Dubai

2014 to Present

- \* Transformed the work structure by updating job requirements and descriptions for all positions while recruiting, selecting, managing, orienting, training, developing, motivating, appraising, and retaining employees.

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- \* Recruitment and selection.

- \* Orientation.

- \* Maintaining good working conditions.

- \* Managing employee relations.

- \* Training and development.

- \* Job analysis and job design:

- \* Recruitment and selection of retail employees:

- \* Training and development:

- \* Performance Management:

- \* Compensation and Benefits:

- \* Labor Relations:

- \* Managerial Relations:

- \* staffing, employee compensation and benefits, and defining/designing work. Essentially, the purpose of HRM is to maximize the productivity of an organization by optimizing the effectiveness of its employees

### **Personal Assistant**

2002 to 2014

- \* Interact with partners and agencies directly on behalf of Chairman and meet all obligations through provision of required assistance.

- \* Deliver the platform for efficient communication among Chairman's office and internal departments. Develop and sustain credibility and trust to support the management staff.

- \* Collaborate and keep Chairman up-to-date through providing information of upcoming commitments and tasks and handle Chairman's personal affairs.

- \* Execute daily administrative tasks, including documenting and recording information, arranging files, responding to calls, printing documents, and handling faxes.

- \* Manage wide range of office operations, such as maintaining corporate record management system, organising meetings and conferences, and executing basic accounting tasks.

- \* Ensure the smooth execution of operations and timely arrangement of supplies by developing lucrative relationship with various vendors.
- \* Promoted and implemented a TV programme known as "Afaq" that covers the country's touristic sites by collaborating and mediating with Ministries of Tourism in diverse countries.
- \* Attained the opportunity of meeting with presidents and government ministers during special company's activities or events.
- \* Worked in close collaboration with Chairman and gained extensive knowledge and experience for professional development.
- \* Participated with travel agents through tracking Travel and Expense (T&E) to arrange and oversee staff, business, and personal travels.
- \* Maximised workplace efficiency by strictly adhering to company policies and procedures during implementing and streamlining office administrative work systems.
- \* Played a significant role in recruiting top-talent for hotels and companies in Dubai through travelling to different countries.
- \* Increase company productivity by developing and maintaining profitable rapport withal the staff, team, and department.

Additional experience as a Head of Marketing & Secretary to the General Manager at EBF - Electronic Business Forms Press & AIMS - Software & Hardware.

## Education

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### **Diploma in Human Resource**

Blue Ocean Academy - Dubai  
2018

### **High School Diploma in French Education**

St Joseph School

## Skills

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### • TECHNICAL PROFICIENCIES

Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook) Graphic Design  
|Office Technology & Equipment Windows OS, Email, Computer, and Other Web based Applications

### LANGUAGE PROFICIENCIES

Arabic (Fluent) French (Fluent) English (Fluent) Italian (Basic)

- Human Resources Management
- Benefits Administration
- Recruiting
- Human Resources
- Hr Assistant
- Human Resource

## Languages

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- Arabic - Expert
- French - Fluent
- English - Fluent