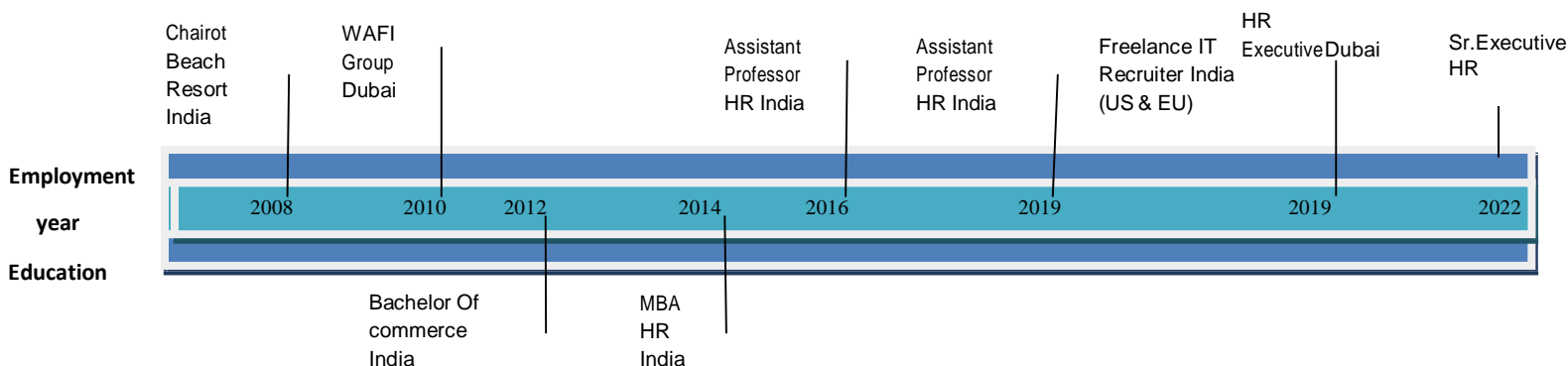




Bhawana Chufal
Senior Executive HR
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DOB- 09-05-1988



Why me?

Bhawana is an experienced Human Resources professional currently working as **Senior executive HR** at Geo Chem middle east Dubai, UAE and has worked with many organizations in India as well as out of India, over all 7 years of recruitment, administration, and academic experience. She has thorough understanding of the subject and is adept at balancing company needs and business priorities.

She is quick to build trusted relationships and has provided valuable guidance on several events. She is tech savvy, knowledgeable in internal administrative tasks and well skilled in communication and comprehension.

She is passionate about learning, research and development activities and sharing of knowledge within team to ensure timely & successful delivery of the assigned task.



Recent Work Experience

Feb'22-
Present

Senior Executive HR **Geo Chem. Middle East Dubai**

- Updating online job posting requirements when needed.
- Talent Acquisition.
- Coordinating the recruitment process including monitoring, hiring process and records, handling employee contracts and benefits, coordinating visa processing, flights, and accommodation, and advising department Heads and the employees to ensure thorough communication with new recruits Salary Negotiation with new recruits.
- Conducting induction, counseling, and acclimatization program for new recruits.
- Employee Engagement.
- Monthly birthday greetings and celebration arrangements for all employees.
- Support all internal and external HR related inquiries or requests.
- To administer the good discipline at the workplace through various measures.

Dec'19-
Jan'22

HR Executive **Kanz Jewels Dubai**

- Employees Attendance and payroll (partially).
- Directs all hiring and training procedures for new employees.
- Monitors employee progress and stay abreast on company climate and culture, ensuring it stays positive and

productive

- Coordinates and directs work activities for managers and employees.
- Visa renewal & stamping.
- Employees separation & clearance.

Oct'19-
May'20

Freelance Technical Recruiter (PART-TIME)
Doughnut Dynamics International HR Netherlands

- Use social media networking to find potential candidates.
- Post positions through approved recruitment channels like LinkedIn, monster and indeed.
- Promptly correspond with all applicants, coordinating and conducting interviews.
- Lead the creation of recruiting plans for all open positions.
- Network with Industry contacts, association membership and associates.
- Pre-screen all resumes prior to sending them to corporate hiring managers for consideration.
- Screen all applicants based on their qualifications and background.

July'17-
Oct19

Freelance IT Recruiter (India & US) (PART-TIME)
Fusion Global Solutions Pvt. Ltd. India.

- Perform pre-screening calls to analyze applicant's abilities and interviews with candidate.
- Solid knowledge of sourcing techniques (social media recruiting and Boolean search).
- Coordinating interviews with the hiring managers to completion.
- Maintaining cordial relationships with both internal colleagues and external clients to ensure organization's goals.

July'17-
July19

Assistant Professor (HR)
Amrapali Group of Institutes India.

Nov'16-
May'17

Assistant Professor (HR)
Devsthal Vidyapeeth India.

Oct'08-
Feb'10

Front Office administrator/administrative assistant
Wafi Group Dubai.

Oct'07-
Mar 08

Front office Executive
Chariot beach resort India.



Competencies

- Excellent communicator.
- Solving business problems and meet customer needs.
- Making decisions based on a balance of customer needs and business priorities.
- Building and supporting team members to deliver effectively.
- Cultivating relationships in multi-national work environments to deliver shared objectives.
- Developing career roadmaps, backlogs and measurable success criteria.
- Supporting colleagues to perform effectively in challenging delivery environments.

Languages Known: English, Hindi, Basic Dutch, and Basic German



Skills

Eloquent
Technical

Presentation

Interpersonal
Conceptual

Decision-making

Delegation

Problem-solving

Motivating

