





## EVELYN DIANA CHOURIO

 Venezuelan

 +971521155658

 chourioevelyn@gmail.com

 Jumeirah 1, Dubai

### PROFICIENCY

- Recruitment
- Health & Safety
- HR Administration
- Employee Relations
- Dual Focus
- Conflict Management.

### ACHIEVEMENTS

- Organized motivational and interactive trainings, to increase efficiency and well performance.
- Enhanced work environment through team buildings and recognition of achievements.
- Reduced the turnover by replacing talents through internal cross training.

### EDUCATION

- 2003 – 2008 (Venezuela)  
College of Administration  
**Bachelor's Degree in Human Resources.**  
Attested in UAE
- 2014 (Trinidad & Tobago)  
University of West Indies  
**HR Management Certificate**

### LANGUAGES

- Fluent English
- Native Spanish

## PROFESSIONAL EXPERIENCE

### HR ADMIN EXECUTIVE

Just Play Sports Complex, Dubai

Oct 2017-Jul 2021

#### Responsibilities:

- Responsible for the recruitment and training of the staff.
- Coordinate the entire process of Visas, Insurance, and NOC
- Maintain files updated for payroll process.
- Responsible for the development and maintenance of the SOPs for all the functions and activities in the facility.
- Attend weekly meetings, find meaningful corrective actions
- Responsible for doing periodic progress reports.
- Ensure that the area is a safe working environment for all staff and subcontractors who are engaged by the company.
- Update Policies
- Conduct performance appraisals and disciplinary actions.

### HR ADMINISTRATOR

JW Marriott Marquis, Dubai

Jun 2015 – Sept 2017

#### Responsibilities

- Support associates with HR transactional and administrative work.
- Support on HR Administration and Payroll. **(People Soft System)**
- Provide cover aligned with the Operations shift pattern.
- Focus on associate engagement.
- Manage complex Associate queries.
- Coach Team Leads/ supervisors and site leaders.
- Facilitate engagement activities.

### HR COORDINATOR

HR Plus LTD, Trinidad & Tobago

Jul 2011 – Apr 2015

#### Responsibilities:

- Coordinate the recruitment process.
- Perform Interviews.
- Prepare employment contracts, HR letters and certificates.
- Create and maintain accurate employee files.
- Ensure smooth onboarding process including regular follow up with selected candidates.
- Prepare monthly payroll data ensuring that any salary deductions/credits are accurately reflected. **(SAP)**