




Perila Sharma

HR | Administrator | Customer Service

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 Hamdan St, Abu Dhabi

ADDITIONAL SKILLS

New Hire Orientation

Benefits and payroll coordination

Office Management

Statistical reporting

Exit interviews

Superb interpersonal skills

Interviewing

Ability to Learn from failure

Recruitment

Interview conduction

Time Management

Analytical Thinking

Career Objective

Creative and results-driven HR administrative professional with 5+ years of success in recruitment, training, administration with project activities. Developed a "no job is too big or too small" approach.

Professional Experience

Alshaya Group, Dubai, UAE

Store Administrator, Nov 2019 – Jun 2020

- Training new employees using product and company knowledge.
- Responsible for time sheet of employees and compare it with system records to make sure it submitted to payroll on timely.
- Closing sales and adding additional items through use of various sales techniques.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans.
- Trained new sales personnel on company policies.
- Responsible for store Cash Collection/Reconciliation/Deposits & Maintaining Records.
- Responsible for all incoming and outgoing emails Communication.
- Stock record preparation.
- Monitor inventory.

Murban Restaurant Management, Abu Dhabi, UAE

HR Assistant, Mar 2019 – Oct 2019

- 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.
- Manage the department's telephone center and address queries accordingly.
- Prepare reports and presentations for internal communications.
- Provide orientations for new employees by sharing on boarding packages and explaining company policies.

EDUCATION

Charisma University, Abu Dhabi (UAE)

Bachelors of Science: Human Resources, Jun 2017

Institute of Hotel Management, India

Diploma: Hotel Management, Mar 2010

- Responsible for monthly stationery, staffs uniform ordering and dispersing.
- Collaborate with recruitment agencies for managerial job requirements.
- Responsible for hiring, posting job Ads on carrier pages and processing for incoming CVs.
- Maintain employee records (soft and hard copies)

IFS Group Holdings, Abu Dhabi, UAE

HR Officer, Jul 2016 – Feb 2019

- Conducted employment verification and investigations.
- Developed and facilitated all new-hire orientations.
- Answering Employees questions.
- Processing Visa, Medical Cards, Insurance, Emirates ID.
- Responsible for conducting Interviews, hiring process.
- Maintaining calendar for HR management team.
- Handling labor cases in embassy and labor court.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed innovative new-employee orientation programs, including safety training.

EXTRACURRICULAR'S

Instagram

Watching Movies

Bowling