I am

ZAIDA ALABAN

Passionately support HR and Admin transformation with a strong consulting mindset



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Dubai, United Arab Emirates

SUMMARY

Experienced and results oriented professional providing excellent service; strong organizational and interpersonal skills. Proven ability to work collaboratively with diverse personalities with a tactful, decisive and resourceful manner; ability to manage multiple high priority tasks; extremely dedicated and good communications skills with different languages. Has got a total 11 years professional work experience in the Gulf with wide exposure in human resources and office administration.

PERSONAL PROFILE

Nationality : Philippines
Date of Birth : 20 January 1982
Marital Status : Single
Visa Status : Visit Visa
Valid UAE Driving License

LANGUAGE

English (Fluent)
Arabic (Fluent)
Filipino (Native)

EDUCATION

BSHRM -Hotel Restaurant Management — **2012**
Golden State College, Philippines

BSOA- Major in Office Administration — **2004**
Notre Dame of Marbel University, Philippines

ACHIEVEMENT & AWARDS

- Promoted to HR Assistant from Receptionist – EKFC
- Promoted to Receptionist from Team Member – EKFC
- Employee of the Month- November 2015 – EKFC
- Employee of the Year 2009 – SVTM
- Soft skills-Enhance customer experience (ECE).
- Email Etiquette.
- HIGHFIELD Awarding body for compliance Level 2

INTEREST

- Travelling
- Camping
- Scuba Diving
- Sky Diving

EXPERIENCE

OFFICE ADMINISTRATOR — June 2019 up to present
Ideation Events & Design
Dubai, United Arab Emirates

- Direct report to CEO
- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, evaluating employees, taking corrective action when necessary.
- Developing, reviewing and improving administrative systems, policies, and procedures.
- Ensuring office is stocked with necessary supplies and all equipments is working and properly maintained.
- Working with accunting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Collecting, organizing and storing information using computers and filling system.
- Overseeing special project and tracking progress toward company goals.

SENIOR OFFICE ADMINISTRATOR — April 2018 up to June 2019
TARYAM REAL ESTATE
Dubai, United Arab Emirates

- Reports to Managing Director in day-to-day task.
- Handling over-all Property Management requirements.
- Provide administrative support to Managers and Department.
- Prepare general correspondence and coordinate signature of all documents
- Collaborate, energized by the open exchange ideas.
- Reviews lease contracts and assists in the documentation relative to renewal.
- Coordinate and develop marketing and advertising strategies.
- Review and provide input into sales documentation and agreements.
- Prospecting through social media and other marketing and advertising usage.
- Dealing with all post-handover transactions (registration, consolidation, compensation, transfer of ownership process, issuance of access cards, fit out process for Offices and or any transaction might occur
- Handling of Ejari registration, Advertisement with Property Finder, Dubizzle, Bayut, MyCRM, and other social media.
- Assist Maintenance Team and Inspections.
- Expert in editing property photos for advertisement.

HUMAN RESOURCES ASSISTANT — July 2013 up to April 2018
Emirates Group - Emirates Flight Catering L.L.C.
Dubai, United Arab Emirates

- **Recruitment:** Coordinate of the recruitment selection process to include sourcing, sorting of CV's, pre-screening, scheduling of interviews, conducting face to face interviews with the Line Managers as needed & required and providing feedback to candidates.
- **Emiratisation:** Work closely with Senior Manager and HR colleagues to determine recruitment requirements. Sourced and screened UAE National applicants with accordance to role profile

- **Business Partner:** Assigned in encoding disciplinary records in ERP employee management and probation review monitoring. Support the development of awareness sessions and communication campaign for any new or revised policies, procedures or process (conducting Cascades)
- **Receptionist:** Answers telephones and directs the caller to the concern person. Receives and greets all visitors in a professional and warm manner.
- **Team Member-Food Point:** Responsible for following team leader`s instructions and in accordance with the trained standard operating procedures. Responsible to inspect and take sample of components before assembling and to make sure that all components are released by technical quality assurance.
- **Other Task Assignment**: Process Occupational Health Card (OHC) of all food handler employees. Register all food handler staff through DM website for appointment schedule. Liaised with department coordinators for staff medical schedule. Assist the staff to attend OHC medical in Dubai Municipality Fitness Center

ADMINISTARTIVE COORDINATOR CUM HR ASSISTANT June 2005 up to May 2010

Specialize Vision for Trade & Marketing L.L.
Amman, Jordan



- Administrative support to Admin/HR/Operations Department/Executive Office.
- Purchase/management of office supplies.
- Office, furniture & fixtures and equipment maintenance.
- Assists with administration linked to projects and clients including correspondence, invoicing, photocopying of project files, records filing and archiving of project information
- Arranges all incoming/outgoing documents, couriers, telephone conferences, postal service.
- Provides full support to staff for all benefits-related questions, coordination as needed by HR

PROFESSIONAL SKILLS

ADVANCED COMPUTER SKILLS - MS Office Suite viz. MS Excel, MS Project, MS Visio, Office 365 Apps / SharePoint and numerous other productivity tools

CREATIVE FORTE - Corporate branding, Marketing communications etc…

HRIS TOOLS & APPLICATIONS - PeopleSoft Enterprise HR, Oracle Taleo, SharePoint (Admin), Oracle Fusion & JD Edwards, ERP, MyCRM, Property Finder, Dubizzle, Ejari etc.

PROJECT MANAGEMENT - Ability to work through Project Scope, Support on premise or on cloud, User Acceptance Testing of a complete system implementation life cycle to deliver HR systems automation projects

ANALYTICAL MINDSET - Naturally analytical in order to manipulate and translate a large volume of Data in to meaningful solutions.

ATTENTION TO DETAIL - Able to not only assess high level trends but identify the smaller issues which can potentially make a large impact on the business.