



AZUKA GAZI

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Professional Summary

Human Resources Professional with 3+ years of experience in recruitment, employee engagement, HR operations, and compliance. Skilled in end-to-end hiring, onboarding, payroll coordination, performance management, and handling employee relations. Adept at implementing HR policies, maintaining employee records, and supporting organizational goals through effective people management. Strong communication, problem-solving, and organizational skills with a people-centric approach.

Skills

- Administration
- Recruitment
- Scanning and Sourcing
- Maintaining KPIs
- Staffing and Performance Management
- Salary Negotiation
- HR Policies
- Payroll Management
- Interviews
- Employee Engagement
- Time management
- Dependable and responsible
- Multitasking

Work Experience

Regional HR | One Health Assist

Feb 2025-Dec 2025

- Oversaw end-to-end operations, including attendance management and overall HR administrative tasks
- Handled recruitment and new talent acquisition processes for over 15 full-time hires
- Demonstrated expertise in sourcing, screening, end-to-end recruitment, interviewing, reporting, and salary negotiation across junior to senior-level positions
- Implemented HR policies and procedures aligned with company objectives and compliant with labor laws
- Proficient in using major online job portals including Naukri, Indeed, LinkedIn, and various social networking platforms for effective talent sourcing
- Successfully improved employee satisfaction by 25% by enhancing benefits programs, improving communication strategies, and implementing mentorship programs and revised performance review systems
- Built and maintained HR dashboards and MIS reports for senior management decision-making
- Acted as a liaison between employees and management to resolve conflicts and maintain a positive work environment

HR Generalist | Lamlord Ventures Pvt. Ltd**Feb 2023-Jan 2025**

- Expertise in handling various HR operations like Administration, Recruitment
- Collaborated with new employee onboarding and ensured completion of all preemployment forms within 48 hours
- Handled new talent acquisition and recruitment processes for over 35 full-time hires
- Expertise in the areas of Sourcing, Screening, Recruitment (end to end recruitment), Reporting, Interviewing, Salary Negotiation at junior to senior level positions
- Achieved a 25% improvement in employee satisfaction scores by expanding benefits programs
- Responsible for organizing and managing live events such as dance and singing programs.
- Coordinating with vendors, clients, and participants, as well as overseeing end-to-end event operations. this managing accommodation, food arrangements, and ensuring all basic requirements were met for a smooth execution of the events.

IT Recruiter | Voyager Partners PVT LTD**Aug 2022-Feb 2023**

- Screened resumes and conducted pre-screen interviews
- Collaborated with internal and external clients to understand hiring needs and goals
- Analysed employment-related data and prepared reports
- Demonstrating strong leadership and organizational abilities

Education**Master's of Business Administration**[Dev Bhoomi Uttarakhand University](#)

Dehradun, India

Bachelor's In Business Administration[CCS University](#)

Ghaziabad, India

Languages

English

Hindi

Personal Information

- Date of Birth: 12/14/2000
- Nationality: Indian
- Marital Status: Single