





# Hazel Fernandes

## HR & Admin Manager

Effective leader and problem-solver which excels at streamlining operations to costs and promote organizational efficiency. Offering hardworking mentality and history of success coordinating and monitoring operations across various departments. Highly committed to ensuring quality of services and products.

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 Abu Dhabi, UAE

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## PROFESSIONAL EXPERIENCE

### HR & Admin Manager (Dubai)

#### Zydus Healthcare LLC

Sep 2022 – Jan 2023

- Handled recruitment process by placing job ads, creating job descriptions, scheduling interviews, screening candidates, hired strong candidates, creating job offers, NDA, Warning and Increment Letters
- Handled the entire on boarding and Induction process of new Joinees
- Coordinated with the PRO to ensure Visa, Medicals and EID is done smoothly for Employees
- Developing the HR plans and policies in conjunction with the company's overall development plan
- Managed company organizational structure, responsibilities and staff levels, creating strong hierarchy channel

### HR Officer (Abu Dhabi)

#### Reyada Home Health Care Services

Jun 2021 – Mar 2022

- Maintained/Updated/Ensured all documents are complete in soft and hard copy
- Assisted with the recruitment process by placing job ads, creating job descriptions, scheduling interviews, screening candidates, hired strong candidates, creating job offers, NDA, Warning and Increment Letters
- Maintaining systems for staff attendance recording and ensure the absences are recorded on the HR system
- Assisted with new employee onboarding, and ensure all pre- employment forms were completed in 72 hours
- Ensured all relevant staff have appropriate Health insurance and receive their annual / bi-annual benefits as per their contracts

### Manager– HR & Business Development (India)

#### Smartech Interactive Pvt. Ltd

Dec 2015 – Mar 2021

- Interviewed and hired strong candidates for team openings, using newspapers, job boards and social media to find applicants
- Handling Payroll management
- Analyze and formulate strategy for a perspective leads based on the research done and provide quality solutions to ultimately on board the lead as a Client
- Handling the entire Social Media for the company and clients

### Sr. Executive – HR & Admin (India)

#### Middleby Celfrost Food Innovations Pvt. Ltd

Aug 2013 - Feb 2015

### HR Executive (India)

#### Udaan India Pvt. Ltd

Oct 2010 – Nov 2012

## EDUCATION

Master's degree specialized in HR from Shobhit University (MBA)

Bachelor's degree in Arts Stream from Delhi University

## KEY SKILLS

- Microsoft Office
- Recruitment
- Managerial skills
- Organization skills
- Travel Management
- Project management
- Reporting
- Good communication
- Skilled Problem solving
- Team leadership
- Business development
- Staff management