

# **Hassena Khalfan Alkindi**

Multifunctional Professional | HR, Administration & Sales

Email: [your.email@example.com] | Phone: [your-number] | Location: Dubai, UAE Professional

## **Summary**

Dynamic and results-driven professional with extensive experience across HR, administration, government services, and sales operations. Proven ability to streamline workflows, support senior management, and enhance team productivity through strategic planning, data accuracy, and human-centered service. Skilled in employee relations, recruitment, government documentation, customer engagement, and financial reporting. Recognized for adaptability, professionalism, and a strong commitment to delivering excellence in every role.

## **Key Skills**

- HR Operations | Recruitment | Employee Relations
- Administration | Government Services | Data Entry
- Sales Support | Customer Service | Cash Handling
- MS Office | Reporting | Communication Skills

## **Work Experience**

### **Marina Home – Sales Executive / 2024 – Present**

- Handled daily sales operations and customer inquiries.
- Managed cashier duties and reconciled transactions.
- Assisted with floor organization and client follow-ups.

### **Hi Sky Government Services – HR Management / Government Services 2019 – 2024**

- Oversaw employee onboarding and HR files.
- Prepared reports, organized files, and maintained documentation.
- Supported management in employee tracking, recruitment, and payroll coordination.
- Delivered government services and handled Tas-heel/AMER procedures.

### **Invest Bank – Customer Service 2016 – 2019**

- Managed customer transactions and account support.
- Provided front-desk and file organization.
- Supported internal communication and office documentation.

## **Education & Certifications**

- Professional Master's in Business Administration – 2023
- Professional Diploma in Human Resources – 2023
- Diploma in Business Administration – 2023
- UAE Codes Participation Certificate – 2024
- AWS Cloud Computing Course (in progress) – Manara Teach
- Training in Recruitment & Selection | Administrative Skills

## **Volunteering**

- Ramadan Iftar Organization – Khalifa Humanitarian Foundation
- Safety & Civil Defense Volunteer – August 2024

## **Languages**

- Arabic – Native
- English – Fluent

## **Additional Information**

GitHub Portfolio: <https://github.com/halkindi31/aws-cloud-portfolio>  
And Linkden profile

### [GitHub Portfolio](#)

[https://github.com/halkindi31/aws-cloud-portfolio/raw/main/Hassena\\_CV.pdf](https://github.com/halkindi31/aws-cloud-portfolio/raw/main/Hassena_CV.pdf)

[https://www.linkedin.com/in/hassena-alkindi-94a0592b6?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=ios\\_app](https://www.linkedin.com/in/hassena-alkindi-94a0592b6?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app)