

Khuloud Almaazmi

HUMAN RESOURCES GENERALIST

Contact

+971 50 2268 285

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Shakhbout City, Abu Dhabi, UAE

ABOUT ME

Well rounded UAEN HR generalist with a demonstrated history of working in the aviation, insurance and investment industries. A competent Human Resources professional with a favourable attitude.

ACHIEVEMENTS

ADQ

- Completing deals with external service providers and acquiring exclusive business offers to add to the company's benefits and entertainment catalog.
- Proposing and introducing a sustainability initiative to the office.
- Creating trackers and master-sheets for company reference from the ground up before helping establish company HRMS customization through workshops, to which I've contributed to creating tutorial presentations for.

Daman NHIC

- Wrote a shortlisted entry for the semi-finals in HR Excellence Awards (HR Summit & Expo) on Daman's Nationalization Efforts in 2017.
- Coordinated with departments to conduct a company-wide statistical analysis on Employee Happiness.
- Researched the feasibility of Telecommuting in Daman and solidified its theoretical framework and presented the policy draft to management in 2018.
- Main member of the organizing committee for the Daman Cultural Exchange Program.
- Helped organize Daman's Corporate Staff events as the lead from HR in liaison with the Marketing and Procurement departments.
- Managed internal secondment programs for specialist roles from point of posting to contracting.
- Set clear guidelines for manual processes on uncharted grounds with the outsourced staff.

WORK EXPERIENCE

Senior Specialist - Human Resources

ADQ / Mar 2019 - Oct 2020

General: Running the day-to-day operations in terms of Employee Relations, Recruitment and Talent Management. e.g:

- Business partnering with departmental heads in terms of attaining business requirements, drafting job descriptions to kickstart the recruitment function in greenfield roles.
- Scouting talent directly and/or meeting with recruitment agencies in order to corner search for candidates while maintaining talent pool records.
- Conducting and attending interviews while leading or arranging outsourced assessment centers for various roles.
- Working on succession plans and pipeline with the Head of Human Capital.
- Coordinating with department heads for units' training requirements and accordingly reaching providers to arrange for and fulfill their L&D needs.
- Collecting probation evaluation and performance reviews from all reporting lines.
- Conducting induction briefings, onboarding formalities including delegation to PRO.
- Communicating internal staff announcements.
- Daily HRMS maintenance and monitoring across all modules on a daily basis as well as inserting and running monthly calculation for payroll elements.
- Preparing management reports and presentations as per the Head of Human Capital's request on company stats, departmental KPI's and targets.
- QA and feedback meetings for internal and cross-functional matters.
- Handling grievances and escalating where necessary, conducting exit interviews, End of Service, and offboarding formalities.

HR Coordinator

Daman - National Health Insurance Company Jul 2017 - Mar 2019

General: Oversee the development, improvement, implementation and adherence of HR tools, policies, procedures, quality awareness, best practices and procedures relating to the units' functions in a cost effective and efficient manner--this being the backdrop while supporting and bridging HR teams and their operations. [ISO 9001, 22301, 27001]



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EDUCATION

Underdoing GPHR Certification
HRCI

IELTS (Band: 8.0)
British Council 2021

BSc Aviation (incomplete)
Abu Dhabi University (Abu Dhabi)
2014 - 2017

Academic Bridge Program
Zayed University (Dubai)
2008 - 2009

High School Diploma
Fatima Alzahra 2008
GPA: 82.3%

SKILLS

- Fast Typing: 76 WPM
- Microsoft Office
- Microsoft Outlook
- Oracle Applications
- Mednext Systems

STRENGTHS

- Adaptive
- Communicative
- Eclectic
- Resourceful

WORK EXPERIENCE

- Tasked with the upkeep of HR Support inbox, HRMS, HR Services Portal (intranet), employee database and the HRA portal account.
- Administer all outsource-related processes from Daman's part and act as the point of contact for agencies from end to end.
- Deputize recruiters with sourcing, recruitment and selection for entry level role candidates as assigned.
- Conducting candidate screening calls, initial assessments and preparing profile summaries for hiring managers.
- Issuing all employee letters as well as drafting various contracts, terms and mandates for other stake holders.

Executive Assistant - CPO Office

Daman - National Health Insurance Company Mar 2017 - Jun 2017



General: Assisting in the Chief Process Operations office in the National Company's headquarters in ad hoc matters and other cases.

- Engaged mostly in external affairs, complaints, escalated cases, delegation and translation.
- Fulfilled secretarial duties as requested.
- Consolidated departmental objectives, prepared KPI reports and other presentations for the board.

Cadet Pilot in the Flight Training Programme

Etihad Airways Jan 2014 - Jul 2016



General: Sponsorship for a program aimed to familiarize oneself with the local aviation industry with its international standards.

- Attended various integrated courses as part of my theoretical training.
- Experience with shadowing airport employees, liaising closely with Etihad staff in different departments and facilities as well as AUH airport, AMMROC and Al Jaber Private Jets as the practical and technical counterpart of the training.

Part Time Jobs

Various (see below) 2008 - 2011

- Dubai Gulfood Exhibition - Trade Center | Mar 2011
- Superstar Events - Trade Center Triax | Feb 2011
- Al Qudrah - Eppco (Masafi Still Flavored Water) | May 2010
- Hanoof Advertising Agency - Ajman City Center (Nivea) | Mar 2010
- Dubai Tennis Barclays Championship - Dubai Tennis Stadium | Feb 2008