

**REEMA VEERA LOUIS**  
**Sharjah – United Arab Emirates**

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An experienced HR/Recruitment/Admin professional having about 12 years of versatile experience, out of which for last six years working in a leading Multinational Engineering Design Consultancy Company. Currently, I am looking for a challenging and pro-active position where I can use my knowledge and work experience in a highly professional environment that will utilize my potential to emerge as a successful individual while contributing to the organizational growth.

**AREAS OF EXPERTISE**

- Problem Solving and decision making
- Employee Relations
- Management and counselling Skills
- Assisting Operational needs
- Recruitments
- Secretarial skills

**Professional Experience**

**Working in WS Atkins & Partners Overseas – (Member of SNC Lavalin Group) Management Team Secretary (since January 2015 till date)**

**Responsibilities:**

- Directly reporting to the Operations Director
- The focal contact in Director's Office for other Senior Management Team and Employees
- Coordinate with immigration and travel desk for visas, travel and hotels for the Senior Leadership Team in the Office.
- Liaising with Senior Leadership Team in the Office for compiling monthly, quarterly and annual reports.
- First point of contact for Senior Leadership Team from the UK Offices.
- Assisting the Management team with all the claims and finance department related queries
- Staff communications from the Director's Office are being monitored and handled.
- Senior Leadership Team meetings are being coordinated.
- Member of the Office Staff Welfare Team
- Liaise with various operations teams for data collection and status
- PDR and Talent management champion for the department.
- Assisting the Management team with all the claims and finance department related queries
- Sourcing suitable candidate profiles for bidding purposes.

## **HR Administrator – WS Atkins & Partners Overseas (from December 2011 till December 2014)**

### **Responsibilities:**

- Act as first point of contact for employees and line manager queries related to HR policies and processes.
- Publishing Vacancies on Taleo (Recruitment Management System)
- Analyzing resumes of candidates for various positions and screening the profiles.
- Conducting preliminary interviews and short-listing candidates for interview.
- Preparing offer letter for the new employees, appraisal and promotion letter and keep all the records in database for periodical review.
- Updating staff records and training records
- Liaising with ME Oracle & Payroll for new staff enrolments.
- Experience in managing HR processes like employee entry, lifecycle, mobilization and transfers.
- Conducting inductions and various other HR Trainings
- Conducting exit interviews for employees leaving from the company.
- Acting as a First Aid provider in the office.
- To co-ordinate with finance department for processing of payments to employees.

## **Air India Express – Ground Staff**

Bajpe International Airport, Mangalore, India  
(September 2008 to October 2009)

### **Responsibilities:**

- Securities & Safety of passengers
- Baggage Screening
- Assist passengers requiring special assistance to board or depart conveyance.
- Passenger Reconciliation
- Disembarkation and embarkation.
- Counter Check in
- Service Control
- Dangerous Goods Regulation
- Anti-Sabotage Checks
- Weapon Handling
- Documentation

## **Indian Holidays - Air Ticketing Executive**

Mangalore, India  
(February 2008 to August 2008)

### **Responsibilities:**

- Reservation & E-Ticketing
- Administers, supervises, and tracks ticket sales for agency, phone, and Internet ticket sales.
- Prepares reports like volume of ticket sales and cash received.
- Arranged hotel reservation for guests and Corporate clients.
- Database management

- Multi-tasking, juggle between receiving calls, emails, faxes and at the same time attending the client or customer present physically in office

## **Educational Background**

- 2007-2008: **IATA certificate** from Globe Travel & Tourism Institute, Mangalore, India
- 2005-2007: Bachelor of Arts (B.A) from School of Social Work, Roshni Nilaya, Mangalore - India. Affiliated to Mangalore University

## **Other capabilities**

- Microsoft word, Excel, Power Point

## **Personal Information**

Name	:	Reema Veera Louis
Date of Birth	:	04 December 1985
Nationality	:	Indian
Languages Known	:	English, Hindi and Kannada
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