

# NEMFA FONTAÑOS HERAMIL

**Location:** Abu Dhabi – United Arab Emirates

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## HUMAN RESOURCE ASSISTANT, VISA PROCESSING & CUSTOMERS SERVICE

*'Exploring leadership opportunities in HR / Admin roles with globally reputed organizations'*

*Presenting 5+ Years' varied exposure in Administration, Human Resources Benefits, Customer services & Facilities .... Track Record of Success in....*

**Human Resource in Benefits | Junior Administration | Documentation & Reporting | Customers services & Hospitality | Workers Protection Program | Insurance Claims | Property Insurance Claims | Visa Processing | Typist**

### EXECUTIVE SYNOPSIS

- ❖ **Human Resource in Employee/TADBEER CENTER Benefits:** Ensuring all staffs are applied in MEDICAL INSURANCE, Workmen's Compensation, Ensuring Claims in WPP – DUBAI INSURANCE for Protection in TADBEER Center & PROPERTY INSURANCE Claims.
- ❖ **Junior Administration:** In all support in the team to comply the target in the Administrations. Filing, Documentation, and Reporting.
- ❖ **Knowledgeable in:** MEDICAL INSURANCE for Employees, WPP – Dubai Insurance, and Typing in Visa Processing Procedure (ICA, E-channel), and Daman Medical Insurance.

### WORK EXPERIENCE

**AL Nukhba Centre for Employer & Workers Services - L L C (Group of Companies) TAWJEEH & TADBEER, Abu Dhabi - UAE**  
**| HR & ADMIN | Typist | February 2021 – Till Date**

Specifically assigned in Insurance such as MEDICAL, WORKMEN'S COMPENSATION, PROPERTY, WPP – DUBAI INSURANCE TADBEER CENTER PROTECTION and Typing (Processing Visa and DAMAN). Visa Processing of all TADBEER Maids, and TAWJEEH Staff Non-Locals.

- Maintains an updated list Monitoring of Medical Insurance ADDITION and DELETION.
- Secure a documentation of Medical Insurance Addition and Deletion, and Dubai Insurance Claims.
- Responsible for All Claims Application in Property Insurance, Workmen's Compensation, Individual DAMAN Insurance from direct Clients and WPP – TADBEER Center Dubai Insurance.
- Renewals in Medical Insurance, Property Insurance and Individual Medical Insurance Policy (DAMAN).
- Visa Processing.
  - Arranging and preparing files for Job Offer (Mohre) Application, Pre-Approval and contract Submission.
  - Scheduling the Staff for Medical Test, Emirates ID Biometric Scanning, and Capturing Photo for Staff's Emirates ID Application, and editing the Photo in ICA System Standard.
  - Ensuring that all visa applications are approved and the EID Cards is printed.
- Applying online Daman Insurance form Direct Clients, Renewals, and Providing COC.

**AL Manhal Star Contracting and General Maintenance, Abu Dhabi - UAE | HR Assistant/Administrative Assistant | April 2019 – February 2021**

- Making payroll by gathering the timesheets from the site, and see to it daily attendance for payroll purposes.
- Ensures correct computation of Payroll, and preparing Pay slips of Employees,
- Monitoring of Visa and labour contract of all employees,
- Monitoring of validity of the documents of all employees.
- Ensuring that all employees have valid & legal documents before start of work (both hard copy and soft copy)
- Preparing Job Offer and contract to newly hired employee.
- Prepares salary Certificate upon the request of the employees.
- Arranging flights for the employees those who wanted to go back home in their country

- Monitoring of Contracts of all employees.
- Monitoring of Performance Appraisal of all employees.
- Benefits Payments of all employees.
- Ensuring that All Employee Requirements is submitted and filed before start of work.
- Ensure that all Resigned, End of Contract or Terminated Employees process exit clearance.
- Ensure that all Disciplinary Actions is monitored and filed.
- Conducts Company Orientation to newly hired employees.
- Hiring and Recruitment.
- Preparing Job Offer and contract to newly hired employee.
- Organizing Events for the employees.

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## ACADEMICS

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### Education

❖ **Bachelor of Elementary Education (Major in General Education),** South Cotabato, Philippines 2017

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## PROFESSIONAL DEVELOPMENT

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- ✓ Statutory Compliance
- ✓ Time Management
- ✓ Presentation Skills

- ✓ Team Builder
- ✓ Decision Making & Problem Solving
- ✓ Customer Satisfaction

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**Date of Birth:** 2<sup>nd</sup> February 1996

**Languages Known:** English

### Character References:

**Jezrel S. Golez** ~ Al Manhal Star Contracting and General Maintenance (HR Manager) ~ (+971 56 991 3400)

**Wael Sobhy** ~ Al Nukhba Centre for Employer & Workers Services - L L C (HR Manager) ~ (+971 55 203 1861)

**Notice Period:** 15-30 days

**Marital Status** – Single

**Salary Expectation** - Negotiable

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