

FARSANA FAZIL

Human Resource Professional

Desire an HR Management position to put my experience and knowledge of negotiation



Farsanalathif5@gmail.com ✉

+971565627768 📞

Dubai, UAE 📍

WORK EXPERIENCE

HR In-Charge

AL GHAITH & AL MOOSA TRAVEL AGENCY LLC

04/2019 - Present

Dubai, UAE

Achievements/Tasks

- Handles the daily administrative and H R duties of the company
- Administers medical health insurance policy
- Responsible for recruiting, screening, interviewing and placing staff
- Manages employees relations and payroll systems

HR Assistant

AL GHAITH & AL MOOSA TRAVEL AGENCY LLC

02/2018 - 04/2019

Dubai, UAE

Achievements/Tasks

- Assisted HR-In-Charge with record maintenance
- Provided clerical support to all employees
- Provided payroll information by collecting time and attendance record
- Maintains equipment and supplies

Travel Consultant

Trinity Air Travels & Tours Pvt. Ltd.

02/2015 - 01/2018

Kerala, India

Achievements/Tasks

- Manage Corporate accounts for the travel requirements
- Assistance for sales team to meet the target
- Manage international travel desk for corporates

CERTIFICATES

Certified HR Professional & HR Manager

Certified in GDS- Galileo (Reservation Sysytem)

IATA / UFTAA

EDUCATION

Bachelor Degree in English Literature

C- Ford Academy

06/2014 - 03/2017

Board Of Higher Secondary

LFCGHSS

Kerala, INDIA

Board Of Secondary

New Indian Model School

Sharjah, UAE

PROFESSIONAL SKILL SETS

Employee Relations

Leadership

Onboarding

Empathic Skill

Performance Management

Time Management

Teamwork & Collaboration

Interpersonal Skill

Multitasking

Self starting ability

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Arabic

Limited Working Proficiency

INTERESTS

Reading

Travel

Photography

Internet Surfing