

Pooja Shekhawat,
HRM, MBA (HR), Marketing

Abu Dhabi, UAE Phone: (+971) 562422850

poojashekhawat0811@gmail.com DOB: 08 Nov 1985

OVERVIEW

A motivated, result-focused Human Resources professional, with a proven track record of establishing and completing plans, priorities, work assignments, and practical solutions within allotted time and resources. A team leader and team member who is effective with internal and external customers.

EDUCATION & CERTIFICATION

- **Bachelor of Commerce**, Mohanlal Sukhadia University, Udaipur ,India 2007
- **MBA** with dual specialization in HR & Marketing from ICFAI National College, Udaipur (2009).

CORE COMPETENCIES

- | | | |
|---------------------------------|------------------------------|-----------------------------------|
| • Worker's Comp Administration | • MS Word, Excel, PowerPoint | • Job Description Development |
| • Training & Development | • HRIS Management, Payroll | • Employee Welfare |
| • Recruiting | • Benefits Administration | • Excellent Interpersonal skills. |
| • Employee relations & Coaching | • Safety Compliance | • Employee events planning |
| | • Grievance Management | |

PROFESSIONAL EXPERIENCE

HR Specialist –Hands-on administration of daily HR functions including recruitment, new employee-orientation, employee engagement, training & development, worker's compensation, safety, discipline, proper record keeping, manage data, employee event planning, benefits administrations, process payroll, employee welfare activities, terminations and exit interviews.

Excellent interpersonal skills, ability to handle multiple assignments simultaneously and good public speaking and presentation skills. Ability to maintain confidentiality of information and prioritize workloads. Ability to perform well under pressure and with minimal supervision.

Personal sabbatical:

2013 to 2019

Took a personal sabbatical from

- Travel the world and sailed across various oceans- Had the opportunity to visit various places from North America to South America, Europe and Far East countries. Also had the good fortune of sailing across Panama Canal, Suez Canal, Gibraltar Bay including Atlantic Ocean, Pacific Ocean, Indian Ocean, Mediterranean ocean and many other places.
- Motherhood- Started a family and raised 2 beautiful daughters.

Divine Enterprises, Jaipur (Family Business)

Feb11 - April 13

- Business for providing AMC for various electronics equipment's mainly for the big air con units for telecom company's network towers with employees in various part of the state.
- Associated to prepare salary for employees
- Administration jobs for inventory management and records of consumable
- People management

Assistant HR -The Leela Palace Kempinski Udaipur (5 Start Hotel), Rajasthan, India **Jan '09 – Jan '10**

- Prepared and updated monthly salaries using the PRISM system and distributed 450 payroll checks.
- Maintained/Documented records in personal files, updated leave records, documented processes related to appointments, separations, employee relations and reference checks with an accuracy rating of 98%.
- Handled new employee on boarding along with induction, and employee separation/exit processes..

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- Executed confirmation appraisal process and performance appraisal system, communicated HR policies and rules to staff for 600 employees.

INTERNSHIP

Airhostess Academy AHA, Jaipur, Rajasthan

May '08 – Aug '08

HR/Marketing intern

- Handled front office operations, and coordinated interviews for 2000 potential candidates, delivered presentations in various cities and collected data from 3400 students to gauge interest in Airhostess training, exceeded the targeted goals by 65% for data collection and generated a 45% increase in business.

EXTRA CURRICULAR ACTIVITIES

- Organized college festival and also hosted the event
- Organizing events and planning their strategic marketing