

# RAIDEE UMALI SANCHEZ

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## CAREER OBJECTIVE

Challenging Human Resources opportunities in compliance with academic and professional qualifications & experience, within a dynamic corporate environment that will offer the best chances of advancement to ensure optimum use of human capital for the benefit of the organization, full development of existing practices, suggesting effective solutions and best staff motivation.

## PROFESSIONAL OVERVIEW

- A competent HR Professional with over **14+ years** of experience in **Human Resources, Recruitment & Administration/Secretarial** in the United Arab Emirates
- With previous experience in handling HR Software such as **HRIS, ERP, SAP & ABS Nautical Systems**
- Graduated with a degree in **Bachelor of Arts Major in Psychology**
- Knowledgeable in UAE Labour Law & Public Relations
- Excellent communication and interpersonal skills. Highly focused, responsible, self-motivated with strong work ethics, flexible, outspoken & well-adapted in dealing with multi-cultural environment
- With valid **UAE Driving License (Issued at: Abu Dhabi, Exp. Date: 17. 11. 2023)**

## EMPLOYMENT HISTORY

### REMAX INTERNATIONAL COM. LLC (EDGE)

Apr 1, 2019 – May 31, 2022

Key player in the Missiles & Weapons Cluster at EDGE, global leader in creating and delivering military-grade shooting ranges and imparting live fire training for defense forces, corporations, NGOs and nations worldwide.

**HR ADMINISTRATOR**

### FOOD MONDE RESTAURANT MANAGEMENT

Nov. 2017 – Jan. 2019

A Restaurant Management Dubai based Company specializes in management & consultancy

**HR & ADMIN. COORDINATOR** (Reports directly to the Managing Director & Owner)

**PERSONAL & EXECUTIVE SECRETARY**

**ACCOUNTS COORDINATOR**

### TERAS OFFSHORE Pte. Ltd.

Apr. 2017 – Oct. 2017

A Singapore based Company specializes in marine logistics & support services.

**HR ADMINISTRATOR** (Reports directly to the Fleet Services Manager, Middle East)

### SCHON PROPERTIES BROKER LLC

Sep. 2016 – Jan. 2017

A Real Estate, Property Developer Company based in Dubai, UAE

**ASSISTANT HR & TALENT ACQUISITION** (Reports directly to the HR & Talent Acquisition Manager)

### NATIONAL DRILLING COMPANY

Oct. 2014 – Sep. 2016

ADNOC Group of Companies, Largest Drilling Contractor in the Middle East

**RECRUITMENT & MOBILIZATION EXECUTIVE** (Reports directly to the Head of Recruitment)

## DAAR YAAS GROUP

Feb. 2012 – Sep. 2014

Group of Companies based in Abu Dhabi (Manufacturing, Retail & Sales)

**HR & RECRUITMENT OFFICER** (Reports directly to the Group HR Manager)

**Administrative Coordinator, Executive/Personal Secretary**

## ARABIAN JERUSALEM

Aug. 2011 – Oct. 2011

Construction Company based in Sharjah

**ASSISTANT HUMAN RESOURCES** (Reports directly to the HR Manager)

## APPAREL GROUP/APPAREL FZCO

Apr. 2007 – July 2011

Well-renowned Fashion Retail Group based in Dubai, brands like Aldo, Nine West, Kenneth Cole, Aeropostale, etc.

**HR & ADMIN. EXECUTIVE** (Reports directly to the Group HR Manager)

### EDUCATIONAL BACKGROUND

**BACHELOR of ARTS Major in PSYCHOLOGY**

**University of the Assumption**

Pampanga, Philippines

Year Graduated 2001

### PERSONAL INFORMATION

❖ **Date of Birth:** August 14, 1979

❖ **Civil Status:** Single

❖ **Nationality:** Filipino

**Current visa:**

**Type of Vaccine:**

**Notice period:**

**Visit visa**

**Sinopharm, Pfizer (2 Doses)**

**None, can join immediately**

### REFERENCE

❖ Available upon request