



DOB: May 31, 1995

Nationality: Ukrainian

SUMMARY

Experienced in **HR, Admin & Finance Executive** in **IT** company with **2** years of experience in UAE. A performance-driven Human Resource professional with a focus on creating long-term sustainable value for Organisation through domain expertise by qualification.

An innovative, self-starter, good convincing skills, passionate towards learning new things, good in relationship management, believes in planning and doing things differently. Motivated towards individual and team goals and process improvements. Strong organizational and prioritization skills coupled with the flexibility and adaptability to deal with multiple transactions/projects.

I have hands-on experience in varied functionality of HR which includes **Talent Acquisition, Employee Engagement, Training and Development, Vendor Management, Onboarding, Applying for visas, and Medical Insurance.**

EXPERIENCE

Edgematics Technologies LLC - Dubai, UAE

—HR, Finance & Admin Executive

October 2020 - Present



Description:

Edgematics is a Niche & Focused All-in-Data Company. Edgematics partner with their clients to help them monetize their data for their internal & external stake holders.

Edgematics' agile approach towards Data Strategy, Data Architecture, Data Governance, Data Science, Data Program management and their unique Data Analytics as a Service offering, enables their clients to gain quick wins on transforming business vision into data centric innovations.

AREAS OF EXPERTISE

HR Policies

UAE labour law

Recruitment & Staffing

Employer Branding

Workforce Planning

Head Hunting & Executive Search

Business Support & Reporting

Account Management

Employee Induction & Orientation

Event Organizing & Management

Culture Development

Employee Motivation Activity

Personal Assistant

PORTAL & SYSTEM SKILLS

Bayzat

QuickBooks

Sage

MS Office

Responsibilities:

HR operation:

- Recruitment; preparing job adverts, short-list & interviewing candidates, salary negotiations, preparing employment offers & contracts
- On-boarding new employees
- Visa processing, renewal and cancellation. Golden visa processing.
- Office and Chairman's Travel Management
- Management and maintenance of all properties
- Controlling correspondence, designing filing systems, reviewing and approving supply requisitions
- Assigning and monitoring clerical functions
- Set up attendance policy and maintaining time tracking process using new timesheet system
- Management of payroll function; analysing and calculating data entries, distributing pay slips and preparing reports
- Preparing salary, employment, experience certificates and records, NOCs
- Medical Insurance processing, renewal, and cancellation
- Manage maintenance agreements, contracts, and company assets
- Assisting in ISO Audit and transition process
- Assisting the Executive Management with the procurement of specialized services from external companies and agencies
- Reporting on Company Projects efficiency
- Property Management and International Relocation, etc.

Finances:

- Assisting with payment collection from clients
- Preparing and submitting invoices to Company's Clients
- Assisting in Business Development activities, RFPs
- Maintaining all transitions in **QuickBooks** and **Sage** as per Bank reconciliation
- Managing Company's hardware and software

Personal Assistant and Admin:

- Visa opening for US, Canada, Germany, Australia, Singapore, UAE Golden visa.
- Purchasing flight tickets and hotel booking
- Coordinate and ensure optimal maintenance of office equipment and infrastructure.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing

SKILLS

Office Management
Communication
Time Management
Problem-solving
Attention to Detail

LANGUAGES

English – fluent
Polish – fluent
Russian – fluent
Ukrainian – native

correspondence; drafting letters and documents; collecting and analyzing information;

- Maintains customer confidence and protects operations by keeping information confidential.
- Secures information by completing database backups.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Mercure Kyiv Congress 4* - Kyiv, Ukraine

— *Convention & Sales Manager*

May 2019 – September 2020



Description:

- Daily operations using Opera
- Liaising with Clients on organization of conferences and business meetings
- Preparation of proposals and budgets on inquired events (pre-sale conference service)
- Leading the group events (event organization with accommodation and meals)
- Management of event calendar and schedule
- Full event management from the inquiry till the completion
- Coordinating BEO meeting with different hotel divisions on planning, supplying and conducting the event
- Event services quality control
- Budgeting, invoicing, documents compilation
- Auditing surrounding area hotels daily for status of rooms, rates, discount rates and packages.

Bratislava Hotel 4* - Kyiv, Ukraine

— *Conference & Events Manager*

August 2018 - May 2019

Description:

- Daily operations using Servio
- Following up all enquiries, preparing proposals and facilitating

showrounds with event planners

- Responsible for bookings, confirmations, billings, generating proposals, contracts and raising invoices
- Co-ordinating all details for the client, including food and beverage, AV equipment, entertainment, logistics, etc
- Responding to and co-ordinating all internal meeting requests
- Ensure an efficient tracking system of all event paper-work
- Managing the events reservation schedules
- Communication with customers before, during and after event
- Passing on instructions to the departments (Front Office, Food & Beverage, Engineering, Security departments)

Onovo Dendra Hotel 4* - Kyiv, Ukraine

— *Front Office Manager*

June 2017 – July 2018

Description:

- Managing and training the Front Office staff
- Daily operations using Fidelio
- Ensuring the front desk provides a professional and friendly service for guests
- Supporting guests
- Arranging staff scheduling
- Inspecting Open Folio, PMs and open credits to ensure no outstanding amounts
- Monitoring the check-in/check-out process, ensuring agreement to hotel standards, anticipates critical situations and assists wherever necessary to help alleviate the pressure and to process the guest expediently.
- Observe guest reactions and confer frequently with associate to ensure guest satisfaction.

Working closely with Housekeeping and Engineering to ensure accurate status of each room, readiness of rooms for check-in and to report guest concerns.

- Acting as liaison between General Manager and staff

Hotel Lorenzo 3* - Cracow, Poland

— *Receptionist*

May 2016 – April 2017