



Viktoria Petukhova

Human Resources Professional

United Arab Emirates viktoriia.petukhova@gmail.com
+971508723034

Profile

Passionate Human Resource professional with over 5 years of comprehensive human resource experience in diverse industries. Is creative with innovative ideas, highly focused, excellent at multitasking and time management. Posses a BA in Business and Human Resource Management and a Human Resource Management certification.

Employment History

Apr 2022 — Present

Dubai, UAE

HR Generalist at HFZA Reliance

Recruitment and Talent Acquisition

- Coordinating with Senior Management to identify hiring needs
- Conducting full-cycle recruitment process by determining selection criteria, posting jobs, screening, interviewing, selecting and preparing job offers
- Building candidate pipeline and ensuring all CV'S are contacted and responded to
- Designing and Delivering On-boarding programs to new employees, thereby ensuring positive Day 1 employee experience

Employee Relations and Support

- Developing and implementing HR policies throughout the organization
- Assisting employees with HR and policy related queries
- Managing Health insurance programs
- Issuance and renewal of Visa, Labor Card, Emirates ID

Oct 2020 — Apr 2022

Dubai, UAE

HR Coordinator at Bearaby

Recruitment and On-boarding

- Handled end-to-end recruitment processes: job postings, screening of resumes, scheduling and conducting the interviews, reference checks, job offers and contracts
- Coordinated HR Induction for every new comers and ensured that all the records are updated
- Designed and delivered On-boarding programs to new joinees

Employee Relations & Administrative Support

- Assisted employees with their daily HR and policy related queries independently and/or by liaising with other departments
- Maintained HR database, all employee records and files by updating them constantly
- Acquired new visas, visa renewals, visa cancellations
- Supported the Exit Process by conducting exit interviews, processing final dues & letters
- Assisted Finance Team with the Payroll by providing necessary data
- Discussed and finalized the medical insurance for all the employees every year

Career Summary

HR Policies and Procedures

Full-Cycle Recruitment & On-boarding

Employee Relations & Engagement

Administrative Support & Event Planning

Office and Event Management

- Accomplished the relocation of company employees from one office space to another which included renewal of contracts and visas
- Handled company related Contracts&Agreements (Tenancy/Trade License/Medical Insurance)
- Planned and Managed corporate events such as birthdays, anniversaries and field trips
- Ensured that the facilities in the office are fully operational with all functioning properly
- Managed all employee travels (Flight booking, hotel stay etc)

Dec 2018 — Mar 2020

Los Angeles, USA

HR Admin at Drop the Keez

- Maintained employees records by timely updating the database with new hires information
- Scheduled interviews and contacted candidates
- Assisted employees with HR related queries
- Planned and helped in organizing company events

Oct 2016 — Aug 2017

Almaty, Kazakhstan

Assistant HR Manager at Vikar L.L.P.

- Performed administrative work including scheduling calendars and maintaining up-to-date files for the HR department
- Screened resumes and conducted primary calls
- Planned and organized employee recognition events to create an engaging employee environment

Education

Sep 2017 — Dec 2018

Los Angeles, USA

UCLA

HR Certification

Sep 2011 — Jun 2015

Dubai, UAE

Middlesex University

BA Business and Human Resource Management

Sep 2008 — Jun 2010

Canterbury, UK

CATS College

IB Diploma