



GAYATRI JHA

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Professional Summary

Highly skilled and dedicated Human Resource professional with 7+ years of experience in managing and executing various HR functions. Proven track record of successfully implementing HR strategies and initiatives to drive organizational growth and enhance employee engagement. Expertise in recruitment and selection, performance management, employee relations, and talent development. Strong ability to build and maintain positive relationships with employees at all levels of the organization. Committed to promoting a positive work culture and ensuring compliance with HR policies and regulations.

Training Undergone

- Communication Skills
- Time Management
- Leadership Styles
- ABC of Customer Care
- Train The Trainer
- Achieving Everyday Sustainability
- Wyndham Rewards Overview
- Managed Team Members Human Trafficking Training

Skills

- Problem-Solving
- Adaptability
- Strong Work Ethic
- Self-Confidence
- Handling Pressure
- Leadership
- Employee Communications
- Excellent Attention to Detail
- Maintaining Clean Work Areas
- Human Resource Management
- Employee Onboarding and Offboarding
- Human Resource Management Software (HRMS)

Work History

Human Resources Supervisor

12/2017 – 12/2023

Wyndham Grand Regency Doha Hotel – Doha, Qatar

- Attending HODs meetings.
- Handled onboarding process for newly hired employees, which included distribution of all paperwork.
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in the interview process.
- Ensuring background and reference checks are completed.
- Overseeing the completion of compensation and benefit documentation.
- Conducting benefit enrollment process.
- Administering new employment assessments.
- Serving as a point person for all new employee questions.
- Maintain employee records (soft and hard copies)

- Update HR databases (e.g., new hires, separations, vacation, and sick leaves)
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
- Answering payroll related inquiries.
- Facilitating resolutions to any payroll errors
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Completing termination paperwork and assisting with exit interviews
- Coordinate HR projects, meetings, and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes.
- Administered performance evaluations to provide constructive feedback and identify ideal candidates for promotion.
- Prepared new hire letters, employee contracts, and corporate policies.
- Oversaw hiring, staffing, and labor law compliance.

Office Manager

11/2016 - 12/2017

Media Nine Pvt Ltd, WOW Magazine – Naxal, Kathmandu Nepal

- Organizing meetings and managing databases
- Booking transport and accommodation
- Organizing company events and conferences
- Ordering stationery and IT equipment
- Dealing with correspondence, complaints, and queries
- Preparing letters, presentations, and reports
- Supervising and monitoring work of administrative staff
- Organizing induction programs for new employees
- Ensuring that health and safety policies are up to date
- Attending meetings with senior management
- Assist organization's HR and finance functions by keeping personnel records up to date, arranging interviews, and updating financial documents.
- Controlled finances to lower costs and keep business operating within budget.

Senior Recruiters

11/2015 - 10/2016

Indo Gulf Recruitment Consultancy – Kerala, India

- Responsibilities
- Design and update job descriptions
- Source potential candidates from various online channels (e.g., social media and professional platforms like LinkedIn, Facebook, Twitter, Instagram, and Snapchat)
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, and in-person)
- Prepare and distribute assignments and numerical, language, and logical reasoning tests.
- Advertise job openings on the company's careers page, social media, job boards, and internally.
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits.
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire.
- Participate in job fairs and host in-house recruitment events.
- Collaborate with managers to identify future hiring needs.
- Act as a consultant to new hires and help them onboard.

HR Coordinator

10/2013 - 01/2015

Regency Group Holding – Doha, Qatar

- Adopt handling complete Recruitment Process Cycle for employees.
- Planned Recruitment strategies and coordinated with retained manpower agents in various countries.
- Contributed sourcing through Referrals, Consultants, Job Sites, and Newspapers Ads for all Departmental requirements.
- Held responsible for joining arrangements of newly hired staff (visa, ticket, accommodation, airport transfer, etc.)
- Performed joining formalities of new staff (Introduction to HR Director, submission of required documents, appointment Letter, and preparation of staff file)
- Maintained flawless communication with employees; ensured timely resolution of employee grievances.
- Ensured facilitated adherence to statutory compliances, policies, and procedures as per company's norms and statutory provisions.
- Follow up on signing offer letters and other related documents of hiring candidates –Agency and Direct Candidates
- Monitoring and updating HR- Recruitment Report (Selected & Offered candidates, Visa Report, Newly Joined Staff, Insurance Report, etc.)
- Personal Correspondence of Recruitment Manager
- Assist in Admin, Payroll, and Training Sections as required.
- Handled employee inquiries and complaints regarding policy and benefits issues.

Personal Details

- **Date of Birth:** 30th November 1989
- **Passport Number and Nationality:** 08570732 / Nepal
- **UAE ID number:** 784-1989-2718660-5
- **Visa Type:** Family Sponsor
- **Marital Status:** Married

Education

High School Diploma 09/2011
Patan Higher Secondary School - Patan, Lalitpur

Diploma of Hotel Management 09/2014
Patan Multiple Campus - Lalitpur 44700, Nepal

Languages

- **Nepali:** Native language
- **Hindi:** Advanced
- **English:** proficient
- **Tamil:** Beginner
- **Arabic:** Basic