



Sarah Thomas

An organised, bright and confident professional with experience in managing HR Generalist Operations targeting challenging assignments in Recruitment, Training & Development with an organisation of high repute, preferably in the IT/ITES industry

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Profile Summary

- MBA (HR) with cross-cultural experience of 3 years in HR Generalist Operations, Recruitment, Induction, Appraisal Management, Employee Engagement and Training & Development in Middle East
- Worked closely with various stakeholders of the organisation and ensured a timely and efficient recruitment process in the HR department
- Managed HR functions pertaining to part-time employees, campus recruitment, pre-employment process, events and new hire orientation for all locations
- Implemented comprehensive systems & procedures; reduced the turn-over rate by 30%
- Became a lead to go person of the recruitment team that hired nearly 60 employees in a quarter
- An articulate communicator with excellent relationship management and negotiation skills

Core Competencies

NAUKRI FASTFORWARD SAMPLE

HR Generalist Operations	Recruitment	Employee Engagement	Training & Development	Performance Appraisal	Employee Retention
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Work Experience

Dec'12 till date with Advent Solutions, Dubai as Asst. Manager – HR

- Attended job fairs and placed employment ads in local newspapers & websites; successfully managed the recruitment process through cold calling candidates, phone screening applicants, attending career fairs, facilitating new hire paperwork and training for new employees
- Facilitated 'Employee of the Month' program which proved to be an effective staff motivation tool
- Planned and organized events and fun activities such as Family Day, New Year Day, Eid Celebration, etc. for employee engagement and other common celebrations
- Single point of contact for employees for all activities pertaining to staff recruitment, benefits, training, HRIS, employee relations/employment law, HR policies/procedures; partnered with all facets of the organization to achieve a precise and consistent policy and procedure protocol

Key Responsibilities Handled



Education

- MBA (HR) from United Arab Emirates University in 2012
- BBA (HR & Operations) from United Arab Emirates University in 2010

Skills and Interests

- Languages Known: English & Arabic (Fluent), French and German (Conversational)
- Software: Word, PowerPoint, Excel, MS Outlook and SAP (HCM)



Personal Details

- Date of Birth: 10th Oct'1991
- Marital Status: Married | Visa Status: Employment Visa | Driving License: Valid UAE Driving License
- Address: 14, 7th Cross, Mosaic Apartments, Dubai, UAE