

Alexandra Falati

Recruiter/HR Officer

Experienced HR professional and former Cabin Supervisor at Etihad Airways, adept in full-cycle recruitment, employee relations, and performance management. Combines expertise in HR processes with a strong background in team leadership and customer service, excelling in diverse and dynamic environments. Have my own Abu Dhabi work visa.



antohi_alexandra@yahoo.com

+971529198986

Abu Dhabi

WORK EXPERIENCE

Senior HR Officer/Recruiter Yalla Lets Clean

11/2021 - Present

Abu Dhabi

A fast-growing Cleaning and facilities management company based on Yas Island, Abu Dhabi with 27 employees.

Achievements/Tasks

- I managed the entire hiring process, from setting up Facebook ads and conducting initial screenings to orchestrating interviews.
- Efficiently managed the visa process for new employees, ensuring compliance with insurance and fine regulations.
- Using the Wage Protection System, conduct performance reviews with potential salary adjustments.
- Conducted exit interviews, while also managing the visa cancellation process for departing employees.

Contact : John Lanigan - +971564133342

Cabin Supervisor Etihad Airways

10/2012 - 12/2020

Abu Dhabi

Achievements/Tasks

- Oversaw and managed cabin crew members to ensure exceptional service and adherence to safety regulations.
- Provided training and guidance to new crew members, promoting a collaborative and professional work environment.
- Responsible for conducting on-the-job training, coaching and evaluation of team members on a regular basis.

Contact : Veronica Lupu - Mlupu@etihad.ae

EDUCATION

HR Level 3 Foundation Certificate in People Practice

The Chartered Institute of Personnel and Development (CIPD)

London, UK

Bachelor's Degree in English and German philological field

Bucharest University of Foreign Languages

01/2007 - 05/2010

Bucharest, Romania

SKILLS

Recruitment and Selection.

Maintaining positive employee relations.

Proficiency in Performance Management.

Knowledge of payroll processes and systems.

Understanding of HR-related legal and regulatory requirements.

Cultural Sensitivity and Awareness.

Adaptability and Flexibility.

Conflict Resolution.

ORGANIZATIONS

The Chartered Institute of Personnel and Development (CIPD) (10/2021 - Present)

Member

LANGUAGES

English

Native or Bilingual Proficiency

Spanish

Full Professional Proficiency

Romanian

Native or Bilingual Proficiency

INTERESTS

Travelling

Spending time with my family

Reading