

JANIVA LORAIN PITARGUE



📍 Al Barsha Dubai, United Arab Emirates

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🇦🇪 UAE Driving License

SUMMARY

Trustworthy Admin/HR with eight years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Delivers accurate, error-free work meeting strict standards. Always ready to take new challenging roles and contribute positively to team success.

SKILLS

- Organizational skills.
- Employee Relations
- Travel Arrangements
- HR Policies and Procedures
- Onboarding/Offboarding
- HR Software
- Attention to detail
- Time Management
- Conflict Resolution
- Office Administration

EXPERIENCE

Administrative Specialist, May 18, 2019 – July 29, 2024
Seara International (JBS Group), Al Hamra, Ras al-Khaimah, UAE

HR Responsibilities

- Manage updates on the Bayzat platform, HRMS and enroll employees in the biometric machine.
- Handling and managing employee leave records. Coordinating with the department head regarding approved annual, sick, and emergency leaves for all employees.
- Managing medical insurance by coordinating with the insurer for new applications, deletions, renewal, reimbursement, or any medical issues.
- Coordinate with the bank for employee accounts opening, cancellation and any bank-related matters.
- Coordinate with PRO regarding employee visa processing, including transfers, renewals, and work authorizations.
- Assisting HR Manager with the new employment process including uploading documents for a new contract and cancellation on a Portal.
- Facilitate employee onboarding by introduction of new hires into the company culture and process, providing laptop, sim card, business card, stationary, and email creation.

- Assisting with employee offboarding by ensuring all necessary exit documents are completed, coordinating regards to the access revocation, return of company property and providing information about final pay and accrued vacation.
- Preparing a resignation letter, warning letter, NOC and employment certificates.
- Manage travel arrangements – employees 'air ticket, hotel bookings, and visa processing of employees for official business trips.
- Assisting HR Manager with scheduling interviews to ensure a smooth process for both candidate and interviewers.
- Maintain strict adherence to business standards and procedures and report any deviations to HR management. Report employee complaints to top management for resolution.
- Supporting HR manager in processing payroll records, correcting inconsistencies in timekeeping to avoid delays in employee payments.

Office Administrative Responsibilities

- Assist in the day-to-day operations of the HR department, including maintaining employee records, filing, and data entry.
- Booking hotel and travel arrangements for the managerial level, securing the best deals within the desired dates and timeframes.
- Supervise office support staff such as office boys, drivers. Monitor their schedules, whereabouts, and expense claims to maintain operational efficiency.
- Overseeing staff and works requirements like accommodation, food, medical, and transportation.
- Plan and organize company events by reserving venues, communicating schedules, and coordinating setup to the hotels.
- Provide full support for the department heads of different projects and tasks as and when required.
- Greet and support visitors, ensuring all necessary arrangements are in place for meetings and appointments.
- Organize and maintain an effective filing system and confidential company documents.
- Handle incoming calls and emails, distribute mail and couriers, and coordinate with maintenance/ IT for internal repairs.

Administrative Assistant, 04/2017 - 04/2019

NALF International Law Firm, Julfar Towers, Ras al-Khaimah, UAE

- Preparing Terms of Engagement and opening a new file of clients.
- Assist associates with processing, amending, and proofreading legal documents.
- Manage associate's calendars, schedule meetings, and coordinate appointments.
- Handle travel arrangements including booking flights, hotels, and transportation.
- Preparing invoices, receipts, reimbursement, deposit cash and cheques to the bank.

- Maintain positive relationships through effective communication and follow-up with the clients.
- Answers phone calls and directs callers to appropriate Lawyer.
- Signs for incoming packages and assists clients and other visitors.
- Perform general office duties such as ordering supplies and ensuring office equipment is maintained.
- Organize company events such as iftar, birthday party, team building, etc.
- Maintaining organized and accurate records, updating databases, calendars, and other files.
- Handle sensitive information with the utmost discretion and confidentiality.

Front Office Assistant, 08/2016 - 04/2017

Milano Beach Resort, Nakheel, Ras al-Khaimah, UAE

- Updating customer records regularly, ensuring personal and billing information was current and correct.
- Responded promptly to telephone enquiries from clients, vendors, and customers.
- Managed customer check-in and check-out processes, providing faultless service to meet mystery guest standards.
- Welcomed visitors with warmth and professionalism, providing exceptional customer care throughout guest visits.
- Processed customer bookings courteously and efficiently, verifying personal information and billing details to secure reservations.
- Registered visitors, guests, and contractors upon arrival, providing access passes.
- Stayed up to date with knowledge of company products and services to assist clients with concerns.

EDUCATION AND TRAINING

Pamantasan Ng Lungsod Ng San Pablo, Laguna, Philippines, 03/2012
Hotel and Restaurant Management

PROFILES

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