



Carmi Guinto

050 370 6845

carmi.guintocipd@gmail.com

Al Hassani building, Al Barsha
Heights, Dubai, UAE

Education and Certificates

- Bachelor of Science in Industrial and Organizational Psychology
- **Certified Human Resources Manager**
- **Chartered Institute of Personnel and Development Associate Level 5**

Competencies

- HR Sap Taleo OASYS
- Paytrax Edocs
- Advanced Excel Training
- Exit Management System
- Confident in Public Speaking
- Lead and organize parties/events
- Creative in events decoration
- Facilitator of group dynamics / ice breaker
- Ability to deal with different nationalities
- Detailed understanding of UAE Labor Law
- Experience in Pre – opening hotels
- Well experience in different HR facets

Career Break June 1 up to July 31, 2023

WORK EXPERIENCE

Golden Tulip Media Hotel, Dubai, UAE

HR Manager January 2022 up to May 31 2023

Asst. HR Manager January 2020 up to Dec 2021

HR Executive April 2017 up to Dec 2019

TALENT MANAGEMENT

- Initiated and developed economical recruitment
- Managed the full process of recruitment from sourcing to onboarding of newly hired team members and emphasize diversity in the organization
- Responsible for all recruitment needs, reviews recruitment budget
- Ensured a high quality, timely and efficient recruitment process, conducts reference check
- Responsible for employee's orientation, preparing employee handbook, and job skills verification
- Ensured employment visa application and other government mandated requirements, documents for opening bank account and medical insurance

EMPLOYEE ENGAGEMENT

- Prepared employee calendar for activities, wellness and programs; implement monetary and non-monetary rewards
- Drafted compensation and benefits packages and seek approval from the management

EMPLOYEE RELATIONS

- Responsible for integral role in building a positive experience through employee branding
- Worked closely with management and employee to work relationships, increase productivity and retention
- Bridge management and employee relations by addressing demands, grievances or other issues

PAYROLL

- Prepared Monthly attendance and submits to Finance Department; Monthly Roster
- Helped out the Finance Department for final settlement process

PEOPLE DEVELOPMENT

- Initiated the training needs, development of appropriate training plans and securing necessary budgets and optimizing available resources
- Maintained and complied training as per Hotel standards (Genius and Le Desk Platform)

ADMINISTRATION AND MANAGEMENT

- Drafted correspondence, letters, memorandum and HR policies
- Monitored Annual Leave, pending off and Public Holidays, Accrued annual yearly ticket
- Attended departmental morning briefing, Sustainability, Profit and Loss and other departmental meetings as required
- Prepared HR Annual Budget and Annual Vacation Plan
- Developed and maintain filing system, employees file and HRIS system
- Prepared NOC, salary certificate
- Monitored and negotiated company's employee's insurance
- Monitored and comply to government mandated requirement of Hotel employees and to Dubai Development Authorities regulations from start to end process of visa, license, etc.
- Maintained and complied to Hotel's brand standards
- Assigned Weekly Duty Manager of Hotel Property – handles
 - Guests complaints, delegates task to the team members, Greets and meets guests in the lobby, reception and restaurants
- Prepared monthly HR progress and to be presented in monthly staff recognition
- Participated in government activities such as UAE clean up, Dubai Fitness Challenge
- Monitored Workmen's compensation of Employees
- Responsible for quotation and booking of air tickets for employees
- Provided and assisted to team member's queries
- Ensured legal compliance throughout human resources
- Developed and monitored overall HR strategies, systems and procedures across the organization
- Helped and guided PRO for all Government Related documentation company trade license, establishment card, DTCM requirement, cash float and expenses

PERFORMANCE MANAGEMENT

- Monitored the Annual Performance Evaluation and process at all stages that drives performance
- Reviewed pay plan and benefits

STAFF ACCOMMODATION AND CAFETERIA

- Responsible for requisition of staff accommodation items and other documentation such as Ejari etc.
- Negotiated staff accommodation annual rent

STAFF ACCOMMODATION AND CAFETERIA

- Arranged Pest Control Schedule; Responsible for allocation of employees in the staff accommodation
- Monitored cleanliness and maintenance Negotiates Annual Rent and Monitors DEWA bills
- Ensured monthly live cooking (Pasta Live cooking etc.) and gather feedback from team members

EXIT MANAGEMENT

- Managed the exit process, conducts exit interviews, employment visa cancellation, process of Employee's clearance
- Coordinated with Finance team for employee's final settlement
- Complied to Dubai Development Authority regulations in regards with immigration requirements – ensures all exited employees copy of immigration print and change status from new employers are uploaded in AXS portal.

MORE ABOUT ME

Single | 36 years' old

Swimming | Tennis | Bowling
| Badminton

AWARDS AND RECOGNITION

- Star Bond Nominee
Hilton Ras Al Khaimah Resort and Spa
- General Manager's
Appreciation Award
Grand Excelsior Hotel
- Loyalty Service Award
Golden Tulip Media Hotel
- Star of the Year 2019
Golden Tulip Media Hotel
- Duty Manager Trainer

HR Coordinator

April 2015 until April 2017

Grand Excelsior Hotel, Dubai, UAE

Managed Talent Management from sourcing to onboarding

Managed, planned and led Employee Engagement – Human Resources Activities for fiscal year (Staff Monthly Recognition, Communication Meetings, Annual Party, Christmas Carol, team buildings and Staff Cafeteria Monthly Food Live cooking)

Handled Employee Relations Employee's Discipline Action ; negotiates grievances between employees and employer

Managed and handled Staff Cafeteria and Staff accommodation – allocation of rooms, company items Attended daily morning briefing with other department heads and General Manager

Prepared documents – NOC, salary certificate, employee certificate

Responsible for updating Employees status in HRIS

HR Officer

January 2013 until March 2015

Hilton Ras Al Khaimah Resort & Spa RAK, UAE

- Pre-Opening Special Task Force
Waldorf Astoria Ras Al Khaimah
Doubletree by Hilton Marjan Island Resort and Spa

Responsible for mass recruitment from overseas or outside UAE

Liaise between employer and recruitment agencies abroad – processed documents required by respective embassies prior recruiting candidates outside countries Responsible for local hires inside country

Prepared mass manpower requisition forms and offer letters for candidates in Taleo

Led Blue Energy Committee – a committee as per Hilton Brand Standard which is responsible for employee's social activities prioritizing employee's engagement

Liaise and submitted documents to Cluster PRO team employment visas application

Managed Taleo and responsible for maintaining Hilton Brand Standards in all aspects of Human Resources (from documents, uniform, activities, HRIS and others compliance from the brand

Prepared, processed HR documents – Offer Letter, salary certificates, NOC Letters, experience letters, Enrolled employees in insurance based on scheme

Attended to queries of staff and management

HR Assistant

May 2011 until December 2012

Accenture, Taguig, Philippines

HR Shared Services for Exit Management System

Responsible for documentation and other related access of previous employees to be updated in SAP and Exit Management System within Service Level Agreement

Answered and managed bulked emails from exiting employees within Service Level Agreement Filing and Archiving files of previous employees

Achieved HR Quality Assurance Audit in Accenture

Prepared daily attrition report

Participated in HR Capex and Metrics

Other administrative tasks of the team

Strong knowledge in MS Excel – formulas, macros, MS Access

Monitored the compliance of Access standard process

Engaged with different team buildings and activities of the organization