



KIRBY AENLLE

HUMAN RESOURCES MANAGER

PROFILE

As an accomplished Human Resources Manager, I possess extensive experience in fostering diversity and enhancing employee engagement. My commitment to cultivating a people-centric culture aligns employee aspirations with organizational goals. Leveraging my expertise in performance management and talent acquisitions, I am eager to contribute to your team and drive impactful HR initiatives that support business growth

CONTACT

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EDUCATION

Holy Cross of Davao College

2003-2008, Philippines

Bachelor of Science Graduate, Major in Psychology

Earned top honors

Achieved high GPA reflecting dedication and mastery of subject

Developed strong analytical skills through rigorous research and coursework

WORK EXPERIENCES

Human Resources Manager

Hilton Dubai Palm Jumeirah

Dubai, United Arab Emirates

Oct 2022 – Jan 2025

- Managed HR department, including recruitment, hiring, performance management, benefits, grievances, and disciplinary actions, while adhering to Quality Assurance, brand standards, and local laws
- Promoted gender diversity, resulting in 50% female employees with 63+ nationalities and retention of POD and UAE nationals
- Developed and executed ESG strategies, resulting in the completion of 386 volunteering hours and 6 recruitment trips domestically and internationally
- Enhanced employee engagement programs, boosting retention rates by 80% and a reduced labor turnover of 3% YoY
- Maintained, monitored and presented HR P&L and Payroll Budget
- Mentored 2 employees using *MentorcliQ* for a year
- Recognized and nominated as Leader of the Quarter in Q2 2023
- Ranked first in the Great Place to Work Survey Video competition

Assistant Human Resources Manager

Conrad Maldives Rangali Island

Alifu Dhaalu Atoll, Republic of Maldives

Dec 2018 – Sep 2022

- Conducted performance reviews, leading to a 20% improvement in team output
- Drove diversity initiatives, enhancing workplace inclusion by 40%
- Streamlined recruitment processes, reducing time-to-hire by 30%
- Introduced wellness programs, improving employee satisfaction scores by 35%
- Led conflict resolution strategies, fostering a harmonious work environment

CERTIFICATIONS

Mentor, MentorcliQ
Facilitator, Women in Leadership
First Aider, Mental Health
Student, Josh Bersin Academy

SKILLS

Strong in written and oral communications
Solid ethical decision making skills
Highly adaptable
Collaborative
Efficient in managing multiple tasks

PERSONAL

Automatic Driving License – UAE
Born 08 Dec 1984
Single, Female
Available immediately

SYSTEMS USED

Microsoft Word and Excel
Microsoft Publisher and Powerpoint
Google Sheets, Forms, OneDrive
Oasys HRMS
Fusion Oracle Cloud HCM
Oracle Taleo
DocuWare Platform
Beekeeper Employee App
OptiSign Digital Signage
MentorcliQ mentoring software

REFERENCES

Mr. Michael Audrain
Director of Human Resources
Conrad Maldives Rangali Island
Michael.Audrain@Conradhotels.com

Mr. Mohamed Shimal
Asst. Director of Human Resources
Hilton Maldives Amingiri Resort & Spa
Mohamed.Shimal@Hilton.com

Cluster Recruitment Manager
Hurawalhi Island Resort and Kudadoo Island Resort (Pre-Opening)
Lhaviyani Atoll, Republic of Maldives
Aug 2016 – Nov 2018

- Drove 30% increase in talent acquisition efficiency YoY.
- Implemented data-driven strategies, enhancing candidate quality by 40%.
- Built strong relationships with hiring managers ensuring alignment.
- Initiated targeted outreach programs, diversifying candidate sources.

Personnel Manager
Vilamendhoo Island Resort & Spa
South Ari Atoll, Republic of Maldives
Dec 2014 – Jul 2016

- Enhanced onboarding experience, increasing new hire retention.
- Cultivated leadership development, promoting 5 employees to management roles.
- Launched wellness programs, leading to a 15% drop in absenteeism.
- Spearheaded diversity hiring, enriching company culture and innovation.

Human Resources Executive
Creneau International LLC (Pre-Opening)
Dubai, United Arab Emirates
Jan 2013 – Feb 2014

- Managed HR budget efficiently, cutting costs by 15% without sacrificing quality.
- Optimized performance reviews, driving a 20% increase in productivity.
- Developed training programs that enhanced employee performance 40%.
- Implemented HR policies that reduced turnover rates by 25%.

Human Resources Coordinator
Aloft Hotel (Pre-opening)
Abu Dhabi, United Arab Emirates
Sep 2009 – Dec 2012

- Converted HR policies into actionable strategies, ensuring compliance.
- Executed benefits program that improved employee satisfaction ratings.
- Coordinated team-building events, enhancing collaboration across departments.
- Managed HR databases with 99% accuracy, ensuring data integrity.