



HOUDA KHAZAMI

☎ **Phone number:** (+971) 0501092463

✉ **Email address:** houhi2015@gmail.com

🌐 **LinkedIn:** <https://www.linkedin.com/in/houda-khazami-3476061b5/>

Summary:

Multifunction skills bringing more than 15 years of experience across different sectors, mainly supporting senior management. I am a driven, hardworking and capable person, especially when performing under pressure. I'm able to demonstrate my ability to learn quickly in any environment or within any role, ensuring that I am able to hit the ground running. I believe I am highly personable and likeable, fitting well into teams. Seeking a challenging suitable position with opportunity of proficient growth to contribute and excel with organization.

WORK EXPERIENCE

HR Assistant & Executive Assistant to CEO:

AETRAM GROUP OF COMPANIES [03/2025 - Current]

City: Dubai | **Country:** United Arab Emirates

- Create and maintain employee profiles in HR platforms ensuring data accuracy.
- Upload employee documents (passport, visa, labor card) to cloud folders, and hard files.
- Oversee smooth onboarding including desk setup, IT access, team introduction, and HR formalities.
- Conduct induction sessions covering the company, HR policies, benefits, and code of conduct.
- Manage offboarding including exit interviews, final settlement, visa cancellation, and EOS calculations.
- Assist in recruitment, training, and performance evaluation processes.
- Calculate and process monthly payroll for employees Ensure compliance with UAE labor laws and WPS requirements
- Verify timesheets, overtime, bonuses, commissions, and deductions.
- Handle new hires, terminations, leaves (sick leave, maternity/paternity), and salary adjustments.
- Leading performance documentation and disciplinary processes in alignment with UAE labor law.
- Process health insurance applications and ensure employees receive active cards.

Executive assistant to CEO

NEFC Business Entities Management Services [11/2022 - 12/2024]

City: Dubai | **Country:** United Arab Emirates

- Manage the CEO's daily schedule, including coordinating appointments, meetings, and travel arrangements.
- Manage all correspondence on behalf of CEO, screening emails, calls, and messages, client management, and other company logistics
- Prepare detailed meeting agendas, take minutes, and follow up on action points to ensure progress and accountability.
- Provide administrative and office support, such as typing, dictation, spreadsheet creation, creating presentations and maintenance of systems.
- Organize travel itineraries, flights, accommodation, and visa processes for the CEO and other key team members

- Manage confidential documents and correspondence with discretion and integrity.
- Assist in budget management and financial record-keeping, tracking expenses, reconciling accounts, and processing purchase requisition orders as needed.

- **Facilities Coordinator:**

- *Oracle system limited* [06/2011 – 09/2022]

- **City:** Dubai | **Country:** United Arab Emirates

- Provide assistance to ensure the day-to-day smooth management and operation of a building's infrastructure through administrative support.
- Assist in the planning and preparation of meetings, and conferences Coordinate and arrange meetings, hearings, and other events related to arbitration, including scheduling, venue selection, and ensuring necessary resources are available.
- Monitored and controlled office inventory to maintain adequate supply levels, timely product ordering, and efficient management of company resources
- Assist in the coordination of safety procedures such as fire extinguisher inspection, fire, drills
- Handle office correspondence, including calls, mail, emails, and courier services.
- Schedule and manage appointments, meetings, and visitor logs.
- Manage confidential documents and correspondence with discretion and integrity.
- Greet and assist visitors, and guide them to respective cabins and conference room.
- Answer, screen, and forward incoming calls promptly and accurately Provide administrative and office support, such as typing, dictation, spreadsheet creation, creating presentations and maintenance of systems.
- Assist in administrative tasks such as document preparation, filing, and data entry.
- Provide information and guidance to guests and employees as needed.

- **Marketing Promotor & Coordinator:**

- *City connect Advertising Company* [06/2010 – 06/2011]

- **City:** Dubai | **Country:** United Arab Emirates

- Assist in the development and execution of marketing campaigns and strategies
- Conduct market research and analyze industry trends to identify marketing opportunities
- Assist in planning and organizing events, including trade shows, conferences, and webinars.
- Support the marketing team in preparing and delivering presentations to clients and stakeholders.
- Managed the coordination of appointments to ensure consistently smooth running of meetings.
- Targeted the interests of customers' needs and requirements.

- **Senior Sales Assistant:**

- *Liwa Trading Company* [06/2007 – 06/2010]

- **City:** Abu Dhabi | **Country:** United Arab Emirates

- Provide on the job training and supervising the daily activities of the Sales Support Team where applicable.
- Check personal presentation of the team and ensure that all employees in the store respect company policy, uniform, and personal appearance policy.
- Monitor and drive performance level of staff in terms of achieving daily targets & maintaining high level of customer service
- Check stock daily to ensure that all products are adequately stocked and available for customers Targeted the interests of customers' needs and requirements.

Skills:

- Strong organizational and time management skills with attention to details.
- Ability to multitask and prioritize workload.
- Customer Service Excellence
- Proactive, with a problem-solving attitude
- Excellent communication, leadership, and interpersonal skills.
- Proactive and self-driven with a focus on continuous improvement
- Strong organizational and time management skills with attention to detail.
- Ability to handle confidential information professionally and build trust within the organization.
- Proficiency in Microsoft Office and HRMS systems or tools (Zoho CRM.)

EDUCATION AND TRAINING

Master's Degree in Tourism & Hospitality Management

The Higher School of Business in Tunisia [2005 - 2007]

Master's Degree in Information & Communication Technology

The Higher School of Telecommunication in Tunisia SUP'COM [2004 - 2005]

Bachelor's Degree in Accounting

University of Law and Economics & Management in Tunisia [1999 - 2004]

CERTIFICATES & TRAINING

Certificate Human Resources Professional (CHRP-CHRM)

Learners Points Academy Center

Adobe Certificated Expert (ACE) Photoshop, Illustrator, InDesign

Aptech Computer Training Center

Certificate in Budget Analyst (Planning Budgeting & Forecasting)

ATMS Management Training Center

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, HRMS Zoho, AI...)

Professional Diploma in Nursing Assistant

Strong Point Educational and Training Institute

CPR, AED, and First Aid

LANGUAGE SKILLS

Arabic: Native **English: Fluent** **French: Fluent**