



# AISHA PUNO

## HR & ADMIN OFFICER

---

☎ ++96567700514

✉ aishapuno86@gmail.com

📍 Hawally

### EDUCATION

Professional in Human Resources  
International (PHRi)  
Inspire Training Center  
2023-2024

Lyceum of Subic Bay Inc.  
2005-2010

BS Tourism Management

### EXPERTISE

Recruitment

Employee relations

Talent Acquisitions

Compensation & Benefits

HR Administration

Oracle Cloud

ERP Software

HRMS Enfinity

good knowledge of Kuwait Labor

Law

### LANGUAGE

English

Arabic

### TRAINING

Aviation Training Course- NAS

Passenger Service Agent Training

### ABOUT ME

HR Officer with over 5 years of experience in recruitment, onboarding & employee relations. proven track record of implementing effective HR strategies to support organizational growth & optimize employee performance

### WORK EXPERIENCE

Feb. 2023-Present

Almailem Group

HR & Admin Officer

- Responsible for the company's personnel recruitment
- Managed employee relations, handling conflicts and grievances
- Managed overall payroll process
- Managed employee's visa, passport, and working permit and maintain proper documents into the employee file
- Managed employee's vacation requests, sick leave & indemnity
- Oversee the day-to-day operation of the HRMS database
- Maintain and organize Human Resources Information systems (HRIS)
- Gather daily attendance report
- Prepare HR-related documents, warning letters & reports
- write and post job descriptions on various job boards, company websites, and social media platforms.

## WORK EXPERIENCE

Jan.2022-2023

### ● IEB Engineering Consultancy

#### HR Officer

- Draft and post job descriptions on various platforms
- Screen resumes and conduct initial interviews to shortlists candidates
- Coordinate interviews between candidates and hiring managers
- Prepare onboarding materials and schedule new hires
- Ensure all necessary documentations (contracts)
- Maintain and update employee files
- Track employee performance evaluations and feedback
- Act as a point of contact for employee inquiry and concerns
- Assist in administering employee benefits and indemnity
- Support payroll processes
- Ensure Compliance with Kuwait labor laws

### ● Feb.2017-2021

#### Touristic Enterprises Company (Khiran Resort & Hotel)

#### Recreation Programmer

- Open and prepare Kids Club for daily activities
- Responsible to do the opening and closing of Kids Club
- Greet guests immediately with a sincere and friendly welcome
- Maintain cleanliness of kids club
- Undertakes to maintain qualifications as deemed necessary by the Hotel, ensures the safe management of the kids club environment
- Ensure safety & security of child within confined area
- To ensure the smooth and efficient operation of the outlet
- Work on designated area as assigned 2-4 or 5-12 age group, reception or baby administration, Birthdays, Parties and Events
- To make initial contact with guest immediately and to bid guest farewell and hope to see them soon
- Follow kids club Operation Childcare Standards, Policies procedures and Health guidelines