



CHRISTHERSON

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

SR. HR GENERALIST

Dotslab Marketing Abu Dhabi – UAE | 2023 – 2025 (2 Years)

- Managed end-to-end recruitment, onboarding, and orientation processes; administered HR policies and compliance with UAE labor laws; handled employee relations, regulatory reporting, tender applications, contracts, office operations, and company event planning while maintaining accurate and confidential employee records.

HR OFFICER

Amity International School Abu Dhabi – UAE | 2021 – 2023 (2 Years)

- Led full-cycle recruitment across 20 roles, managed onboarding/offboarding, improved interview funnel efficiency to reduce time-to-hire, updated contracts per UAE labor law, assisted payroll processing, maintained HR databases, issued official letters and salary revisions, and coordinated staffing meetings and attendance management.

HR ADMIN & IT COORDINATOR

Medi Q Abu Dhabi – UAE | 2020 – 2021 (1 Year)

- Provided HR administration and IT coordination by managing recruitment across locations, handling medical record analysis and invoice encoding, overseeing staff scheduling, procuring IT tools, installing software/hardware, supporting network configurations, and ensuring smooth facility operations.

HR RECRUITER

JCCI – Manila, Philippines | 2014 – 2016 (2 Years)

- Managed end-to-end recruitment including sourcing, screening, interviewing, onboarding, maintaining ATS records, preparing contracts and offer letters, ensuring compliance with labor regulations, and building strong relationships with candidates and hiring managers.

ASSOCIATE – ACCOUNTS & WEALTH SERVICES

ADCB | 2016 – 2019 (3 Years)

- Supported banking operations by handling documentation, compliance processes, record tracking, and coordination of financial and client-related administrative tasks.

RECRUITMENT OFFICER

SYKES Asia – Manila, Philippines | 2012 – 2014 (2 Years)

- Managed recruitment processes, scheduled interviews, maintained recruitment records, handled onboarding documentation, ensured compliance with company policies, and supported administrative and document control functions.

SKILLS/AREAS OF EXPERTISE

- Recruitment & Talent Acquisition
- Employee Relations
- Performance Management
- HR Compliance & Labor Law Administration
- Training & Development
- HR Policy Implementation
- Onboarding & Offboarding Management
- HR Documentation & Records Management
- Organizational & Administrative Support

TECHNOLOGY

- Zoho (HRIS / ATS)
- Google Workspace
- Microsoft Office 365
- Monday.com
- ClickUp
- Zoom
- Jotform
- DocuSign
- Adobe Acrobat
- Canva
- Grammarly

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