

Ms. Salem Mekonnen

HR Administrative Assistant | Employee Records | Recruitment Support

Dubai, UAE | +971-551309664 | salimmekon@gmail.com

Professional Summary

Detail-oriented and proactive HR & Administrative professional with over 5 years of diverse experience supporting human resources and office operations across international organizations and private sector environments. Experienced in handling confidential records, internal auditing, Microsoft Office tools, and employee relations. A reliable team player seeking to bring strong administrative and people support expertise to a high-performing HR team in the UAE.

CORE SKILLS

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|------------------------------|------------------------------------|
| ✓ HR Support & Documentation | ✓ Employee Records & Payroll |
| ✓ Confidential Data Handling | ✓ MS Office (Excel, Word, Outlook) |
| ✓ Internal Customer Service | ✓ Time Management & Organization |
| ✓ Recruitment & Onboarding | ✓ Process Improvement Support |

Professional Experience

HR & Admin Support (Remote), Dove Management Consultancy | Jul 2024 – Present

- Manage HR documentation and track employee performance.
- Support recruitment, internal audits, and training logistics.
- Draft HR communications and maintain confidential files.

Administrative & Digital Support, Freelancer – Dubai, UAE | Jun 2023 – Jul 2024

- Provided virtual admin support including file structuring, reporting, and internal coordination.
- Managed email communication, scheduling, and digital document control.

Administrative & HR Assistant, Dove Management Consultancy –Ethiopia | Dec 2019 – May 2023

- Handled employee files, recruitment logistics, and policy updates.
- Supported onboarding, exit interviews, and data-driven HR analysis.

Business Support Assistant / HR, UN World Food Programme -Ethiopia | May 2019 – Nov 2019

- Facilitated job posting, sourcing, and employee file organization.
- Maintained audit-ready HR systems and presented recruitment data.
- Supported recruitment of 20+ staff across departments

HR & Administrative Intern, TechnoServe – Ethiopia | Mar 2017 – Sep 2017

- Conducted CV screening and coordinated project documentation to support staffing decisions.
- Managed employee file records and payroll support
- Created HR reports and supported new hire orientation

Education

MBA – Business Administration – Admas University, Ethiopia | 2022

Bachelor's – Business Management – Zegha Business College, Ethiopia | 2013

Certificates & Trainings

- Administrative Support & Office Management
- UN Compliance & Cybersecurity Training
- Computer Applications & Digital Tools
- Graphic Design & Digital Marketing (Ongoing)

Languages

English – Fluent

Amharic – Native

Russian – Beginner (Ongoing)