

# MAHRA ALMANSOORI

📍 Abudhabi , Abu Dhabi, United Arab Emirates

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## + PERSONAL DETAILS

**Date of birth**  
16-03-1998

**Nationality**  
Emirati

**Marital status**  
Married

## + ABOUT ME

I am extremely organized and efficient, and I have a proven track record of successfully managing HR operations. I am passionate about creating a positive and productive work environment, and I am confident that I can be an asset to your team.

## + LANGUAGES

Arabic

English

## + LINKS

**Website**  
tel:+97556263301

## + WORK EXPERIENCE

- Pivot engineering & contractions JUL 2019 - FEB 2022  
Abu Dhabi

### PUBLIC RELATIONS-DATA ENTRY OPERATOR OFFICER

- Resiptionist : as a secret keeper and dealing with taxes and checks .
- Duties and Responsibilities: Oversaw organizationally, renew, or cancel employee records.
- Entered data into the computer system quickly and accurately.
- Entering data by using the tasheel system and icp smart service.
- Health & safety equipment: Collecting and organizing HSE meeting files.

- Pivot Engineering & Contracting MAR 2021 - NOV 2022  
Abu Dhabi

### HR ASSISTANT - ASSISTANT

- Duties and Responsibilities: Updating employee leaves in exile system.
- Send text messages professionally to managers about employee requests.
- Work accurately and quickly and maintain regulations.

## + EDUCATION

- Al Hunain High School 2015  
Abu Dhabi  
HIGH SCHOOL

## + SKILLS

Creativity

Communications

Data Entry

Computer Systems

Public Relations