



AREZOO TABARI

HR & ADMINISTRATIVE PROFESSIONAL

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Open to HR, Administration & Office Coordination Opportunities

PROFESSIONAL SUMMARY

HR and administrative professional with approximately 15 years of experience in human resources, office administration, organizational processes, management support, documentation, reporting and cross-functional coordination. Experienced in recruitment coordination, employee records, onboarding support, administrative follow-up, correspondence and day-to-day office operations. Strong in organization, communication, confidentiality, task follow-up and coordination between employees, departments and management.

PROFESSIONAL EXPERIENCE

HR & Administrative Officer | Private Company | January 2024 - February 2026

- Managed and coordinated daily HR and administrative activities.
- Supported management with planning, follow-up and day-to-day operations.
- Coordinated recruitment and hiring processes.
- Supported employee onboarding and joining procedures.
- Maintained employee records and HR documentation.
- Prepared management reports, administrative files and business documents.
- Followed up with employees and departments on assigned tasks and requests.
- Managed administrative correspondence and documentation.
- Used Microsoft Word and Excel for administrative and reporting activities.
- Handled confidential employee and business information.

Senior Organizational Process & Development Specialist | SAIPA | 2015 - 2021

- Reviewed and followed up on organizational processes and procedures.
- Prepared and documented processes and organizational documentation.
- Coordinated activities between different departments.
- Prepared management reports and organized information for decision-making.
- Followed up on process implementation and organizational activities.
- Supported process improvement and organizational development activities.
- Coordinated communication with different stakeholders.

Healthcare Experience | 6 Months

- Worked within a Healthcare environment with professional communication and coordination responsibilities.
- Followed up on requests, activities and service-related communications.
- Coordinated communication between relevant individuals and organizations.

CORE ADMINISTRATIVE & HR SKILLS

HR Administration | Recruitment Coordination | Employee Onboarding | Employee Records | Office Administration | Administrative Coordination | Documentation & Filing | Reporting | Management Support | Task Planning & Follow-up | Cross-functional Coordination | Confidential Information Management | Process Management | Professional Communication | Problem Solving

COMPUTER SKILLS

Microsoft Word | Microsoft Excel | Microsoft Office | Microsoft Project (Practical Training & Academic Project) | AI & Digital Productivity Tools

COURSES & CERTIFICATIONS

Microsoft Project — Practical Training & Academic Project

Project Management Course

One Million Prompts — Certificate of Completion

Dubai Future Foundation / Dubai Centre for Artificial Intelligence — Prompt Engineering for AI Systems.

EDUCATION & LANGUAGES

Bachelor's Degree in Industrial Management

Persian: Native | English: B2 - Upper Intermediate