

# SHABNAM SEEKENDER (SANEAA)



## CONTACT

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Medine Camp de masque,  
Mauritius

## SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Event planning (Walk-in interviews)
- Report writing and Data presentations
- Siorax, HRMS, Odoo and Syrve payroll software (Originated from Dubai)
- Onboarding & Induction
- Communication Skills (Bilingual)

## LANGUAGES

- English (Fluent)
- French (Fluent)
- Urdu (Fluent)
- German (Basic)

## REFERENCE

(References are available in  
hard copy.)

## PROFILE



Multilingual HR and hospitality professional based in Mauritius, with a BSc (Hons) in Tourism and Hospitality Management from the University of Technology, Mauritius. Currently serving as HR Officer at Prime Leisure & Recreational Ltd, overseeing operations for FILLi Café (Dubai franchise) and Green Is Better (USA franchise). Experienced in onboarding, recruitment, payroll, and HR documentation, with a strong focus on multicultural team training and labor law compliance. Known for clear communication, adaptability, and a proactive approach to problem-solving. Seeking visa sponsorship to contribute to a dynamic international team where professionalism, inclusion, and operational excellence are valued.

## WORK EXPERIENCE



### A-Plus Consultant, Mauritius, Port- louis

Administrative Officer- Real estate 2021

- Handled daily office tasks and client communication
- Supported recruitment and HR documentation

### Maritim Crystals Beach Hotel, Mauritius, Belle mare

Marketing and Reservation agent 2021 - 2022

- Managed guest bookings and inquiries
- Assisted with marketing and promotions
- Provided customer support and coordination

### Exotic Group, Mauritius, Ebene

Human Resource Assistant 2023 - 2025

- Supported HR Manager across 7 local brands including Body & Soul and Artisan Coffee
- Handled logistics, payroll software, and salary grid updates
- Assisted with medical insurance enrolment and staff coordination

### Prime Leisure & Recreational ltd (FILLi Cafe, Dubai) & Group of companies; Green is better (USA) & Standard Solar Limited

Human Resource Officer 2025 - Present



## EDUCATION

School Certificate and Higher school certificate 2018 - 2020

### National Urdu speaking union

Language Examination (Aligarh University, India) 2013 - 2018

### IC3 Computer literate (Excel, Word, PPT)

BSc (Honours) Tourism and Hospitality Management 2021-2024  
University of Technology, Mauritius, Pointe aux Sables