

Aya M. Tayara

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- Hard-working professional, passionate about Hospitality, Management, Leadership and Human Resources, constantly seeking meaningful challenges, eager to learn and explore new possibilities.
- Skilled in employee relations, administrative support, ensuring commitment to high standards of confidentiality, teamwork, initiative, punctuality and dedication.



Work Experience

Marriott Marquis City Center Doha, Marriott International

Human Resources Generalist

DOHA-QATAR

Nov 2024– Present

- Facilitated smooth onboarding by preparing documents, and streamlined offboarding process through structured exit interviews.
- Maintained accurate employee records and files, ensuring compliance with legal and organizational requirements.
- Supported payroll processing by verifying attendance, leave and overtime records.
- Designed and implemented employee recognition programs.
- Coordinated recognition events, ensuring meaningful celebration of associates achievements.
- Managed associate's nominations and voting processes, ensuring fairness and transparency in recognition programs.
- Coordinated associate travel logistics, including Vacation, New hires, repatriation flight bookings.

Four Points By Sheraton, Marriott International

Human Resources Supervisor

BEIRUT-LEBANON

Jun 2023 – July 2024

- Handled the department for all activities related to HR, Payroll, Trainings, onboarding, interviews, vacation balance and recruitment.
- Using HR data Systems for in coding such as Take care and Marriott Global Source.
- Responsible for maintaining records that is mandated by law.
- Responsible for delivering a compelling presentation that effectively communicates an idea.
- Help support emotional and career needs and growth.
- Post job advertisements on internal and external platforms, collect and screen resumes for shortlisted candidates.
- Support audits by providing necessary employee data and documents.

Events Coordinator / Internship Program

April 2022 – July 2022

- Banquet coordinator with strong experience in planning events, skilled in managing client communications, ensuring events operations, dedicated to delivering exceptional guest experiences.

Education

UNIVERSITY OF SAINT JOSEPH (USJ)

Undergraduate Master's degree in Leadership and Human Resources Management

BEIRUT, LEBANON

May 2023 – May 2024

UNIVERSITY OF SAINT JOSEPH (USJ)

Bachelors in hospitality management

May 2020 – May 2023

Recent Achievement

Employee of the month (Marriott Marquis City Center Doha)

Proudly being recognized as charming host for the month of June – Heart of House.

Represented ARTIC in QTM – Qatar Travel Mart

DOHA, QATAR

June 2025

Nov 2025

Languages and Interests

- Languages: Arabic (fluent), English (fluent), French (fluent)

Skills

- Computer Software Skills: Excel and PowerPoint (advanced), Microsoft forms, Word Document (advanced).
- Time Management: Able to prioritize and complete multiple tasks efficiently within deadlines.
- Attention to Detail: Ensures accuracy and consistency.
- Teamwork and Collaboration: Works in diverse teams and contributes to a positive work environment.