

**Laura**

Laura.149245@2freemail.com



**CAREER OBJECTIVE**

To be able to contribute my positive and professional learning's in the achievement of corporation goals, and to grow more with confidence in adapting to new tasks & career-oriented working environment.

**WORK EXPERIENCE**

**Office Staff** **- Aug.2016 - May 2017**

**Capricci Hospitality & Food Services**

Near KFC, Aziz Petrol Station

Salwa Road, Doha – Qatar

Duties and Responsibilities:

* Assisted in the day-to-day operations of the Office functions and duties.
	+ Provided clerical and administrative support to Human Resources executives;
	+ Ensured proper and satisfactory operations of the computerized document management system at all stages;
	+ Compiled and updated employee records (hard and soft copies);
	+ Processed documentation and prepared reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.);
	+ Coordinated HR projects (meetings, training, surveys etc.) and

took minutes of the meetings;

* Dealt with employee requests regarding human resources issues, rules, and regulations; and
* Assisted in payroll preparation by providing relevant data

(absences, bonus, leaves, etc).

* Maintenance and archiving of all internal and external documents and documentation;
	+ Received files and maintained records (incoming/outgoing letters and faxes).
* Kept confidential agreements and documents.
* Handled office routine items.
* Communicated public services when necessary.
	+ Properly handled complaints and grievance procedures;
	+ Conducted initial orientation to newly hired employees; and
	+ Provided supervision and job trainings to new employees.

**Human Resource Officer** **- Oct. 2015 - Feb. 2016**

**Cagayan 168 Corporation**

Corner Guillermo-Yacapin Street

Cagayan de Oro City, Philippines

**Warehouse Supervisor** **- June. 2015 - Sept2015**

**Cagayan 168 Corporation**

Corner Guillermo-Yacapin Street

Cagayan de Oro City, Philippines

**Link Recon Associate** **- June 2014 - May 2015**

**RedLemon Digital Media**

2nd floor, St. Gregory Building,

6th-17th Street, Nazareth, Cagayan de Oro City, Philippines

**Cahier/SalesLady - Nov. 2013 – May 2014 Robinsons Supermarket**

Lim Kit Kai Mall, Cagayan de Oro City, Philippines

**Internship –Cagayan de Oro College - April 2013 - Aug. 2013 PHINMA Education Network**

Max Suniel St. Carmen, Cagayan de Oro City, Philippines

**EDUCATIONAL BACKGROUND**

**Graduate of**

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY - BSIT**

Major in Web Development

Cagayan de Oro College-PHINMA Education Network Max Suniel St. Carmen, Cagayan de Oro City

Year Graduated: 2014

**PERSONAL STRENGTHS**

* Punctual, fast learner, and work well with others;
* Good communication skills (both written and oral);
* Good time management skills;
* Works with compassion and commitment;
* Dedicated and a goal-oriented professional;
* Admirable attitude in teamwork;
* Great sense of concern;
* Diligent and reliable;
* With integrity and honesty; and
* Very flexible with excellent time management.

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| **PROFILE** |  |  |
| Birth Place | : | MalayBalay City, Bukidnon, Philippines |
| Gender | : | Female |
| Marital Status | : | Single |
| Nationality | : | Filipino |

**CHARACTER REFERENCE**

**Saeed AlShamsi**

Business Development Manager Bin Hamoudah Group +971-559070631

I hereby attest that the information given above is true and valid.

**LAURA**

**Applicant**