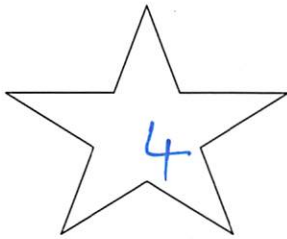
 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 	
Recent Photograph		Date 15/Nov/2014	CV No 98382		
Profession / Specialty		HR Officer			
Industry / Projects		Construction			
Nationality		Filipino	Place of Birth / City of Origin		Caloocan
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated
Religion		Christian	Birth date (DD-MON-YEAR)		03-10-1977
Languages		Mother Tongue Tagalog	Other Languages English		
Qualification		Graduate of Computer Science, BS Accountancy College level			
Gulf Experience		8 Years 2 Months	Total Experience		13 Years Months
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Visa Validity Date		D 23 M 01 Y 2015	Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status		<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input checked="" type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		Currency SAR Value 4,000	Last Salary Verified		<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract
Expected Salary		Currency AED Value 5,000	<input type="checkbox"/> Salary Increment Letter <input checked="" type="checkbox"/> Pay Slip		<input type="checkbox"/> Statement
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
What is the reason for your Job Search? To continue my HR Profession					
How many jobs you have applied so far? 2			How many interview calls you have received so far? 1		
What is your talent? Describe in detail. Good understanding of HR practices, well-versed in MS Office, good communication skills, knowledgeable in general accounting, marketing, merchandising and excellent computer skills.					
PCL Certificate		Gulf Experience	1	High Academic Scores - Mark Sheet	Worked 2+ yrs with employer 1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	Promoted in Previous Job
IT Literacy	1	Arabic Proficiency		On Job Training Certificates	1 Awards or Appreciation
				IELTS Proficiency	Experience Verified
Bonus Score	1	+ Gulf Score	1	+ Education Score	1 + Experience Score 1
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score 4



OBJECTIVE

I am seeking a company where I can use my experience and education to help the Company meet and surpass its goals.

PROFILE

8 years work experience in Human Resources in a multinational company.
5 plus years experience working in diversified positions in IT, sales and merchandising.

EDUCATION

BS Accountancy - College level
Central Colleges of the Philippines
Aurora Blvd., Quezon City, Philippines

Computer Science (1997)
Access Computer & Technical School
C.M. Recto, Manila, Philippines

TRAINING

- Managing Teams
- Coaching and Developing Employees
- Advanced Excel
- PowerPoint Essentials
- Computer Systems Training

SKILLS HIGHLIGHTS

- ✓ Well-versed in MS Office
- ✓ Effective oral and written communication skills
- ✓ Good Understanding of Human Resources practices
- ✓ Knowledgeable in modern office practices and procedures
- ✓ Good in database management and record keeping
- ✓ Knowledgeable in E-commerce, General Accounting, Marketing, Merchandising and Business Management
- ✓ Excellent Computer Skills

SOFTWARE LITERACY

MS Office	●●●●
Oracle ERP for HR	●●●●
MS Access database	●●●○
Google Sketchup	●●●●
WordPress for e-commerce	●●●●
WYSIWYG webpage maker	●●●●
Photoshop	●●●○

Character reference available upon request.

WORK EXPERIENCE

Position : **OFFICER – PERSONNEL OPERATIONS**
Company : Saudi Arabia
Inclusive Date : December 2004 – May 2008 & January 2010 – October 2014
Job Description :

- Prepared HR-related documents such as employment contracts of expatriates, renewals / termination of contracts, business travels, vacations and reimbursements.
- Booked travel arrangements and visas for managers and engineers going on missions and vacations.
- Determined the employee's vacation entitlement.
- Liaisoned with Passport and Travel Office to facilitate the issuance of air tickets, visas and residence cards (Iqama).
- Coordinated with Senior Managers and their secretaries about employment contracts of employees under their divisions.
- Prepared timesheets of expatriates working in Head Office.
- Performed data entry in HR ERP System, tracked incoming and outgoing documents, handled phone/email inquiries, filing and other clerical functions.

Position : **ADMINISTRATIVE ASSISTANT**
Assignment : Metro Rail Transit Safety and Security Division
Company : Defense Specialist Corp., Philippines
Inclusive Date : November 2001 – October 2003
Job Description :

- Assisted the Security Manager in manpower and administrative functions.
- Prepared incident reports based on investigation conducted by Security Officers.
- In-charged of safekeeping confiscated items, evidences and confidential reports
- Programmed and maintained database of Security Personnel using MS Access.

Position : **M.I.S. ASSISTANT**
Company : Advantage Sales & Promotions, Inc., Philippines
Inclusive Date : January 2000 – November 2001
Job Description :

- Assisted the Merchandising Manager in coordinating with Clients, Fields Supervisors and Merchandisers.
- Prepared sales and inventory summary reports, performed data entries, handled phone inquiries and other clerical functions.

Position : **IT STAFF**
Company : MagnaVision, Inc., Philippines
Inclusive Date : October 2008 – July 2009
Job Description :

- Responsible for the entire network security, administration, configuration of company's network, servers, workstations and Inventory of IT Assets.
- Developed database system integrated with barcode software to facilitate mass barcode printing.

PERSONAL BACKGROUND

Birth date : 03-Oct-1977	Hardworking, tenacious, honest, quick learner, excellent health, non-smoker, friendly, accommodating attitude, computer and Internet savvy, ability to work independently and as part of a team and can work under extreme pressure with minimal supervision.
Height : 5'6½	
Weight : 65 kg	
Nationality : Filipino	
Religion : Christian	

I hereby declare that the information stated above is true and correct to the best of my knowledge and belief.