**­OBJECTIVE**

A goal driven individual, seeking a position as an Administrator/ HR Assistant/ Executive Assistant, to be a competent and indispensable member of an organization, and to bring a remarkable change in the overall efficiency of the company. To use my professional experiences, educational background and ability to work well with people in achieving the goal of the company.

**WORK EXPERIENCE:**

**HR Administrator** January 12, 2015 - Present

Solutions Resources Consultant FZ-LLC - Dubai Knowledge Village, UAE

* Manage HR database. Responsible for all required data entry, update of personnel files, and prepare the required documentation.
* Manage and organize reports and correspondence. Perform office duties such as: filing of documents, administer office supplies, e-mails and bills.
* Develops policies, and procedures, which ensure the productivity and efficiency of the office operation.
* Prepare Talent Acquisition Reports in details for our clients.
* Analyze job openings through the department head. Assist in screening applicants for basic compliance with position qualifications. Set up meetings and interview schedules for applicants.
* Responsible for sourcing candidates in GCC and other Middle East Countries.
* Assist and work closely with HR Head in preparing Job Descriptions, scheduling meetings and communicate with all parties’ concern.
* Provide assistance and support to the team in problem solving, project planning and management, and development and execution of stated goals and objectives.
* Responsible for preparing office files, personal information, create and monitor reports.
* Assist the HR manager in planning strategies and in every aspect of human resources management.

**Administrative Assistant cum Executive Assistant** Feb. 25, 2014 – Dec. 30, 2014

Migrant Partners - Icon Tower, Tecom - Dubai, UAE

* Ensure proper document classification, sorting and filing. Coordinate team efforts, create presentations and write up reports.
* Give report to the general manager regarding the development of the business.
* Speak with clients about the process on how they can take citizenship to European countries.
* Maintain inventory of supplies by checking stock to determine inventory level.
* Manage and maintain executives' schedules and appointments
* Place advertisement on the internet about our immigration services in European countries.
* Arrange for Couriers requests.
* Perform general office duties like filing, faxing, scanning, typing of documents, sending e-mails and maintaining record management systems.
* Set appointments for the clients and consultants. Confirming meetings in a professional manner
* Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

**Administrative Officer** December 17, 2011 – December 17, 2013

Resorts World Manila - Newport, Pasay City Philippines

* Type correspondence, reports, and other documents, send e-mails and contribute to team effort by accomplishing related results as needed.
* Ensures filing system is maintained and up to date.
* Performs general administrative activities for the department to facilitate efficient operation to the organization, to determine whether improvements can be made.
* Deals with all inquiries in a professional and courteous manner, in person and over the telephone.
* Create presentations.
* Research and assist with the preparation of policies and procedures of the company.
* Providing clerical and administrative support to all departments as per policies. Typing and setting up documents such as letters and reports.
* Maintains record management systems
* Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.

**SKILLS**

* Professionalism and strong administration skills.
* Extensive Microsoft office skills (excel, outlook, word, PowerPoint) and internet research ability.
* Well developed interpersonal, communication skills, and solution oriented approach.
* Ability to meet tight deadlines with attention to details and perform multiple tasks.
* Superb organization and typing skills.
* Have the ability to work effectively in a team setting and can also work independently.
* Very high standard of grammar, spelling, speaking in English and excellent listening skills.
* Analytical, Ethical and People person.

**EDUCATIONAL ATTAINMENT**

**Collegiate**

Saint Louis University

Bachelor of Science in Hospitality and Tourism Management

Major in Hotel, Resort and Restaurant Management

2007-2011

**Secondary**

Dominican College of Tarlac

CapasTarlac

2003-2007

**AWARD**

1st Runner up Best Research Paper

March 12, 2010

Saint Louis University

Baguio City

**PERSONAL DATA**

Date of Birth : January 2, 1990

Civil Status : Single

Gender : Female

Citizenship : Filipino

Height : 5’3”



**Gulfjobseeker.com CV No:** **1510674**