Rennelli

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# Objective

To be able to impart my skills and knowledge to a Company where I can also mature and grow personally and professionally. A foreground where I can put myself to the test and take on challenging undertakings for the betterment of the Company and the people I work with.

# Professional outline

**Position: HR COORDINATOR**

**Company:** Moscow Hotel – Dubai

**October 2010- up to present**

**Responsibilities:**

* Assistant to the HR Manager for all administration and staff concerns
* Maintain personnel filing system
* Provide Reports as required, and prepare all requirements in relation to overdue visas, OH card, Licenses, accommodation and certificates
* Furnish memos on behalf of the HR Department as well as forms for staff requirements (ie. leave salary forms, passport requisition etc.)
* Arranging ticket reservations and airport transfers for the staff
* Maintain routine correspondences and draft appropriate responses for all internal issues within the company departments
* Provide response to general HR enquiries verbal or written
* Keep filing up to date

**Position: Staff Nurse**

**Company:** Bataan Renal Care Center

**July 2008 – August 2009**

**Responsibilities:**

* Supervise care provided by a group of students (usually 6-8 students in a group) while they complete their clinical rotation in your area of specialty
* Coordinate with clinicians at the clinical site to make student patient assignments
* Teach students how to perform duties in the clinical site and answer their questions
* Evaluate your students’ clinical work.

# Academic Qualification

**June 2004 – March 2008** Asia Pacific College of Advance Studies

Philippines

**Bachelor of Science in Nursing**

**December 2009 Philippine Nursing Licensure**

**Board Passer**

**License No. : 0578301**

**June 1996 – March 2001** Tomas del Rosario College

Philippines

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# Personnal data

* Date of Birth : **18 July 1986**
* Marital Status : **Single**
* Gender : **Female**
* Nationality : **Filipino**

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# Other Skills

* Proficient in using the following software’s with a typing speed of 50wpm:
* MS Office applications
* Outlook
* OPERA
* Strong service and customer oriented skills
* Organized and can work under pressure with minimal supervision
* Accepts full responsibility of the assigned tasks
* Intuitive and resourceful

**MOSCOW HOTEL EMPLOYEE OF THE MONTH APRIL 2012**

Dear Hiring Manager,

Please accept the enclosed resume as my application for the available position. I am applying because I believe I meet all the essential criteria for the role, and strongly feel that I can make an effective and useful contribution to your company.

I have learned a great deal in my employment and education to date, and as you can see from my CV, I am an accomplished individual with a strong desire to succeed and lead others to succeed.

My ability to multitasks, work as a team player along with my natural enthusiasm and optimism have all contributed to my success in the industry that I worked in.

I am highly committed and flexible self starter who is able to quickly understand a company’s requirement and to be able to organize a company’s resources to satisfy their client’s needs. On a personal level I am open to any situation that is challenging and which tests my abilities, and with my work colleagues I have a reputation as being fast learner, who is dependable, organized, and computer savvy.

In closing I would like to say that I would very much like to bring my knowledge and experience to work for your company, and am keen to schedule an interview with you so that we can discuss my application in greater detail.