

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:259359**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

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| **EDUCATION :** |

Education Level: Bachelor's / College Degree – GRADUATE

Education Field: Human Resource Management

Course : BS Psychology

University : Adamson University

Date : 1997 – 2003

Certificate : Basic AutoCAD (UAE) 2012

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| **EXPERIENCE:** |

Position : Secretary

Duration : May 2015

Company : Basic Medical Equipment Trading LLC

Industry : Medical Equipment - Distributor

Location : Dubai Health Care City

Department : Administration Department

Job Description: Perform clerical and all administration related works such as scheduling appointments, providing information to callers and managing databases. Assisting Human Resources personnel’s in working closely with various departments. Organizing travel for Manager, staff and Doctor’s training. Helping Sales Department in preparing Quotations, Undertaking letter and monitoring Local Purchase Order. Creating and Maintaining filing systems. Performing HR job like applying employment visas, cancellation and employees trainings.

Position : Receptionist cum Telephone Operator

Duration : August 22, 2009 – April 30, 2015

Company : Modern Building Maintenance LLC

Industry : Cleaning Services

Department : Administration Department

Job Description: Attending phone calls and providing basic information with the clients. Prepare Bank Guarantee and Credit Note of the Company. Assisting Accounts, Credit and Collection department in preparing Invoice. Arranging couriers. Sorting and distributing post. Doing clerical and Administrative Work. Serve visitors by greeting and welcoming appropriately. Helping HR Department in doing Recruitment in Philippines and UAE. Monitor the use of office supplies and equipment.

Position : Receptionist cum Telephone Operator

Duration : March 30, 2008 – August 20, 2009

Company : Modern Building Maintenance LLC

Department : Administration Department

Job Description: Receive and relay telephone messages with the staff and clients.

Handling Customer complaints and inquiries. Coordinates with all Departments with any concerns related in Admin department. Preparing Local Purchase order, Payment Request Form and Inter Office Memo. Handling all the files of Admin Department and doing all Administrative work. Give visitors badges and direct them to where they can sign in. Collect and distribute parcels and other mail.

Position : HR Officer

Duration : Sep 1, 2005 - May 31, 2007

Company : Union Home Appliances, Inc.

Industry : Manufacturing

Department : HR Department

Job Description: All Human Resources function (recruitment, evaluation, benefits and compensation, timekeeping, employee relation, trainings, counseling and other office works) Assist in payroll preparation by providing relevant data (absences and leaves). Compile and update employee records.

Position : HR Assistant

Duration : Mar 20, 2005 - Jul 25, 2005

Company : G1 Innovations Inc.

Industry : Electrical & Electronics

Department : Human Resources Department

Job Description: Process documentation and prepare reports relating to personnel activities such as recruitment, training, & performance evaluations and staffing.   
Payroll in-charge  
Helping sales team in marketing plans  
Conduct orientation to newly hired employees

Position : HRD Clerk

Duration : Jul 16, 2003 - Feb 15, 2005

Company : North Park Noodles

Company : Food Service / Catering / Restaurant

Department : Human Resources Department

Job Description: Timekeeping and In charge of recruitment  
Attends job fair   
Administered exam for the applicants  
Generate reports (Manpower Compliments and Monthly general meetings)  
Helping doing payroll and other related works  
Coordinates in schools and other government municipalities for manpower pooling

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| **SKILLS** |

* Typing: 50wpm
* Strong analytical and organizational skills.
* Excellent interpersonal skills, phone manner, and office etiquette.
* Software: All Windows operating systems, Microsoft Word, Excel, Word Perfect

To contribute in a company the knowledge and skills that I’ve learned as a Human Resource Assistant and Receptionist Cum Telephone Operator by being a professional, adaptive, versatile, hardworking and responsible individual.