

**GENALIN BORERO SORIA**

Abu Shagara, Sharjah U.A.E.

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**OBJECTIVE**

To leverage my enthusiasm and hard work to become a versatile professional in a challenging environment and enhance career goals. I am aspiring to be associated with a reputed organization to work with great commitment, dedication and hard work.

**SKILLS**

* Highly proficient in utilizing HR/Administrative Management.
* Knowledge of the principles and practices of HR management.
* Basic Awareness of ISO 9001 standard requirements pertaining to HR processes.
* Knowledge of the Microsoft Office Programs.
* Knowledge of the Horizon EBS Version 10.
* Excellent in oral and written communication. Team player and can easily adopt working environment.

**EXPERIENCE**

**HR COORDINATOR**

Thermo LLC – Head Office

Mechanical, Electrical and Plumbing, Engineering and Contracting

Dubai, U.A.E.

January 2005 to Present

**Reporting directly to the Senior Manager - HR and Admin**

* Administration of all incoming and outgoing records.
* Contact point for site operatives on various issues.
* Receive all documents and/or correspondences and distribute them to the related areas.
* Complying with all legal documents concerning the hiring of all new employees.
* Providing information and location of the workers in the field.
* Maintain and update scheduling manpower list of the personnel from other sites/projects/departments.
* Providing information to the management on the number of workers in the field of a specific project.
* Facilitate and coordinate all training related activities as per respective departmental requirement to ensure effective implementation of training programs.
* Provide an update monitoring recruitment report to all concerned sites/department.
* Ensure the recruitment is conducted efficiently/effectively and in accordance with HR policies and procedures and based on the manpower budget, including agency submitted CVs.
* Conducting initial screening, conducting target selection interviews and scheduling department interviews.
* Provide timely and regular updates to the concerned department of status of candidates, timing of interviews and start dates of confirmed candidates.
* Confirming details the offer letter of employment in accordance with the salary and benefits policy.
* Ensure completion of all documentation as per the recruitment standards and processes.
* Coordinate with PR team for visa & medical process
* Coordinate with travel department for hotel and ticket booking for new joiners.
* Make arrangement to open a bank account for all categories of new employees immediately on joining date.
* Prepare Salary and Employment Certificate for all staff requests.
* Perform other related administrative and reasonable duties as instructed.
* Maintains confidentiality and security of information.

**Senior Captain**

Food and Beverage Department

Crowne Plaza Hotel

Manama Bahrain

December 1999 to November 2004

* Monitor operations, support and assist the staff and inform other supervisors of impertinent information.
* Participate in all supportive functions as needed by providing direct service to guest, including but not limited to serving tables, bussing tables, seating guests ad general duties,
* Ensure customer satisfaction.
* Prepare schedules as per outlet volume forecast.
* Ensure availability of labors, supplies and equipment’s to ensure positive quest experience.
* Assist in scheduling, supervision and control of hosts’ ad servers.

**SECRETARY/ADMINISTRATIVE ASSISTANT**

Lakehurst Development Corporation

Odyssey Records and Tapes

Head Office

Greenhills San Juan Metro Manila

Philippines

September 1989 to May 1993

* Provide efficient and professional administrative support to the Managers.
* Plans and schedule meeting, respond to various inquiries both external and internal.
* Organized and accurately maintains filling system of confidential information.
* Attend to all visitors and determined their purpose, assist and guide them to the concern person.
* Received and log Incoming/Outgoing letters, faxes and other documents for record purposes.
* Handled telephone calls and attend it promptly and accurately.
* Prepare outgoing mail and courier packages & contact courier companies to arrange for pick up.
* Filter the contacts and activities based on levels of priorities and urgencies as required.
* Organizing travel, preparing travel itineraries and arranging hotel accommodation.
* Performs other tasks which may be assigned from time to time.

**CASHIER**

Lakehurst Development Corporation

Odyssey Records and Tapes

Greenhills Shoppesville – Store Outlet

Greenhills, San Juan Metro Manila

Philippines

August 1988 to September 1989

* Responsible for all the cash transactions in the store.
* To maintain daily account of the daily transactions.
* Balancing the daily account at the end of each day.
* Responsible for checking the daily cash balance.
* Interact with the customers that come to the counter.
* Checking for the price of products and any discounts or offers.
* Receive coupons and deducting the said amount from the customers.
* Organize all the cash/credit cards transaction and maintain the accounting records.
* Report all discrepancies find within the accounts to my superiors.
* Make daily, weekly and monthly transaction reports.

**EDUCATIONAL ATTAINMENT**

**BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION**

John B. Lacson Colleges Foundation (Iloilo Maritime Academy)

Iloilo City Philippines

June 1984 to March 1988

**Trainee Customs Officer**

Department of Bureau of Customs – Iloilo City Philippines

September 1987 to March 1988

**Course Related Fields** : Accounting, Marketing, Taxation & Tariff and Customs Laws

**PERSONAL INFORMATION**

Languages : English & Filipino – speak, read and write

Country of Citizen : Philippines

Marital Status : Married

Date of Birth : 14 January 1967

Visa Status : Employment Visa (Unlimited Contract)

**REFERENCES** : Available upon request

*I attest that the above information is true and correct to the best of my knowledge and beliefs.*

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***Genalin Borero Soria***

*Applicant*