**First Name of Application CV No 1623462**

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**SUMMARY**

* **Profile: Male, 27, Single**
* **Nationality Filipino**
* **Current Location UAE, Dubai**
* **Current Position Administrative Assistant**
* **Company Negros Oriental II Electric Cooperative (NORECO II)**
* **Nature of Business Electricity Distributor**
* **Preferred Location UAE**
* **Language Spokes Filipino, English**
* **Salary Expectation Not Specified/Negotiable**

**WORK EXPERIENCE**

**April 16, 2010 – Present** **Negros Oriental II Electric Cooperative (NORECO II)**

Administrative Assistant

Dumaguete City Philippines

**Duties and Responsibilities**

* In charge in making the payroll of all employees in the company
* Assist the Division Chief in the efficient implementation of programs for the development of personnel management, policies, methods and procedures to all with position description, personnel recruitment, selection, appointment, and development
* Administer test and preliminary interviews to applicants.
* Conducts proper orientation to incoming personnel regarding company policies and laws on fringe benefits including the Government Agencies.
* Keeps and maintains adequate application records for ready reference and attends with dispatch to draft letters/answers for application inquiries from applicant
* Conducts Training for personnel development and assist the Administrative Division Chief in the determination of training needs and proposes training design for the conduct of the same.
* Process disciplinary action of erring employees and other related activities.
* Monitoring Personnel movement every month.
* Prepares the monthly accomplishment report for submission to the General Manager and keeps an updated plantilla of personnel.
* Performs other duties and responsibilities that may be assigned from time to time.

**June 2009 – December 2009** **DU EK SAM INC**

Internal Auditor

Tagbilaran City Bohol, Philippines

**EDUCATION**

**June 2005 – March 2009 St. Paul University of Dumaguete, Philippines**

Bachelor of Science in Business Administration

Major: Management Accounting

**TRAININGS AND SEMINAR ATTENDED**

* Basic Cooperative Course (Assign as an Audit Committee)
* Management Enhancement Training for Office Personnel (METOP)
* New Employees Seminar
* Basic Life Support (Red Cross)
* Strategic Planning Seminar
* ADR Framework vis-à-vis Current Trends of Industrial Challenges in the Workplace
* Basic Occupational Safety and Health

**IT SKILLS**

MS Word, Excel Advance

Adobe Photoshop Moderate

**OTHER PROFESSIONAL SKILLS**

* An organized approach and excellent time management skills.
* Good communication skills.
* The ability to work well as part of a team.
* Computer literate and good keyboard skills.
* A good level of English spelling and grammar.
* Good numeracy skills.
* Accuracy and attention to detail.
* Good Decision Making
* Good Leadership Skills
* Customer Oriented
* Confidentiality