**First Name of Application CV No 1623774**

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**OBJECTIVE:**

To pursue successful career opportunities that allows me to develop my skills to achieve a leader role in your organization, utilizing educational background, work experience, my people skills with an environment that facilitates growth to be part of your respectful organization and join your team of professionals

**EDUCATION:**

Bachelor of Arts

Major in

* Political Science
* Psychology

1999-2003

**STRENGTH *&* SKILLS:**

- Strong analytical and problem solving skills

- Excellent in written and verbal communication skills

- Highly trust worthy and can keep confidentiality

- Can communicate well towards clients and colleagues

- Ability to finish certain task over a given of time

- Detail oriented and can work with less supervision

- Eagerness to learn new system, new procedures and open to new ideas

- Proficient in Windows Application (Word, Excel, PowerPoint and Outlook)

**WORK EXPERIENCE:**

**Company Name: AL IHSAN BUILDING MATERIALS**

**Position Title: Secretary**

**Date Joined: February 2014 till present**

**Job Description:**

-Responsible for emails, calls and meetings

-Responsible to input all new items in the system with corresponding item codes - Answer inquiries from customers and suppliers through email and phone - Manage and update company website.

-Make quotation for single and project inquiries and prepares Photoshop/PDF of the required products -Prepares the price list for all products as company reference -Follow-up shipment status

**Company Name : International Cosmetics, Inc.**

**Position Title : HR Personnel**

**Date Joined : October 2008-January 2010**

**Job Description:**

-Recruiting staff - this includes developing job descriptions and person specifications,

-Preparing job -adverts, checking application forms, shortlisting, interviewing and selecting candidates

-developing and implementing policies on issues like working conditions, performance management equal opportunities, disciplinary procedures and absence management;

-Advising on pay and other remuneration issues, including promotion and benefits;

-Undertaking regular salary reviews;

-Administering payroll and maintaining employee records;

**PERSONAL INFORMATION:**

Nationality: Filipino

Gender: Female

Birth date: November 7, 1982