**First Name of Application CV No 1639632**

Whatsapp Mobile: +971504753686



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**Birth Date : March 2, 1983**

**Civil Status : Single**

**CAREER OBJECTIVES:**

Seeking a responsible and challenging career with a growth – oriented organization, where my talent and knowledge will significantly contribute to the organization’s growth and profitability.

**WORKING EXPERIENCES**:

**February 19, 2014 – February 6, 2016**

**Project HR**

**Duties & Responsibilities:**

* Ensures that company rules & regulations are properly implemented
* Does orientation on newly hired workers, staff and managerial employees
* Makes written memorandum
* Conduct hiring process to the applicants
* Responsible for processing on the government mandated benefits
* Computes daily time record
* Sends monthly reports on Newly hire, Turn Over reports, Weekly & Monthly Labor Costs, etc.
* Assists on seminars & trainings provided by the head office for all staff
* Ensures proper monitoring of contracts for project hire employees
* Employees Appraisal/Evaluation are implemented
* Facilitate in all HR/Admin Activities
* Coordinates with local government officials on the community-services planned by the company

**June 17, 2013 – December 31, 2013**

**HR/Administrative Officer**

**Duties & Responsibilities:**

* Ensures that company rules & regulations are properly implemented
* Does timekeeping
* Makes written memorandum
* Conduct hiring process to the applicants such as interview, examination and job orientation
* Ensures that safety & security of the employees were on top of priorities
* Computes the daily and monthly payroll
* Calculates daily and monthly manhours for general contractors as well as the subcontractors

**May 28, 2012 – May 25, 2013**

**HR Officer**

**Duties & Responsibilities:**

* Responsible on recruitment
* Orient newly hired employees on the Company Rules & Regulations
* Ensures that policies are properly implemented
* Makes written memorandum
* Ensures that all labor laws are observed in the company
* Keeps 201 file of all employees
* Keep track records on employees attendance
* Directly report to Finance & General Manager regarding employee issues

**April 19, 2011 – March 3, 2012**

**HR – Officer**

**Duties & Responsibilities:**

* Support the management on the recruitment
* Responsible in employee orientation and development
* Ensures that company policies and procedures are properly implemented
* Responsible in processing and reporting mandated benefits such SSS, PHILHEALTH and PAG-IBIG
* Supervise with the day-to-day efficient production operation
* Makes written Memorandum
* Process Alien Employment Permits & Visa Renewals of Expatriates
* Keeps 201 file of all employees

**June 9, 2009 – February 8, 2011**

**Administrative Assistant / Purchaser**

**Duties & Responsibilities:**

* Assist General Manager in day to day activities
* Inquire and purchase construction supplies
* Makes Purchase Orders
* Receive calls for appointments and answers service inquiries
* Keep records and monitors all office supplies
* Assist in timekeeping of all employees

**August 3, 2008 – May 31, 2009**

**Customer Service Representative**

**Duties & Responsibilities:**

* Attend to customer’s inquiry
* Ensures customer satisfaction at all times
* Encourage customer to avail on the new product and services

**April 5, 2006 – March 31, 2008**

**Receptionist cum Cashier**

**Duties & Responsibilities:**

* Receives and calls customer for appointments
* Accepts payment through cash or credit card
* Monitor and records employees’ sales
* Answers service inquiries
* Keeps employees personal records

**EDUCATIONAL BACKGROUND:**

**Tertiary**

2000 - 2005 BSIT - Bachelor of Science in Information Technology

University of San Jose – Recoletos

Magallanes Street , Cebu City , Philippines

**Secondary**

1996 – 2000 Abellana National High School ,

Osmena Boulevard , Cebu City , Philippines

**Primary**

1990 – 1996 City Central School

Osmena Boulevard , Cebu City , Philippines