**First Name of Application CV No 1641216**

Whatsapp Mobile: +971504753686



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**OBJECTIVE**

To get hold of the position as a Human Resource (HR), this will enable me to apply my experiences and skills in Recruiting, Compensation and Benefits, Employee Relation and Payroll.

**QUALIFICATIONS**

* Organizing groups
* Managing Activities
* Excellent communication skills
* Leadership skills
* Interpersonal skills
* Research and Planning
* Excellent in MS Application (Word, Excel, Powerpoint & Publisher)
* Excellent in HRIS Application

**EDUCATION**

Bachelor of Science in Business Administration major in

Human Resource Development Management

School: University of San Jose- Recoletos

Year Graduated: March 21, 2015

Organization: Member, Junior People Management Association of the Philippines

**ACHIEVEMENTS**

* Seminar Group Leader/ Organizer September 10, 2014
* Dean’s List 2nd Year, 2nd Semester, 2013
* SAP training course October 2013
* Civic Welfare Training Service March 17, 2012

**JOB EXPERIENCES**

Twin Tower Farms Cebu Corp.

 Upper Calajoan, Minglanilla Cebu

 HR Staff- Recruitment, CompBen, Employee Relation & Payroll

 Decemeber 2015 – Present

Central Lumber Corporation

 Magallanes St., Brgy. Ermita, Cebu City

 HR Staff- Recruitment & Employee Relation

 April 2015 – September 2015

Ken Transportation, Inc.

 Lawa-an 1, Talisay City, Cebu

 HR Department

 November 2014 – February 2015

JC Premiere Business International Inc.

 Osmeña Blvd. Capitol Site, Cebu City

 Part-Time Direct Selling (Sales Rep)

 October 2014 – Present

**SEMINARS ATTENDED**

Building Good Employee and Employer Relationship

Audio Visual Room- USJ-R

September 10, 2014

Effective Way to Win your Market

Audio Visual Room- USJ-R

July 25, 2014

**PERSONAL DATA**

 Date of Birth: May 22, 1995

 Age: 20

 Sex: Female