**First Name of Application CV No 1644282**

Whatsapp Mobile: +971504753686



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**Career Objectives:** To apply for a challenging position that would enhance my capabilities and widen my experience into a multinational and highly demanding environment and to endow myself with other opportunities in order for me to achieve my goals and broaden my horizon.

**CORE COMPETENCIES AND STRENGTHS**

* Great at interpersonal communication: Effective coordinator, excellent verbal and written

communication skills

* Strong negotiation skills, multi-tasking and analytical abilities
* Energetic – Upbeat *personality*
* Policies & Procedures Manuals
* Confidential Records Management
* HR Administration

**PROFESSIONAL EXPERIENCE**

**HR / Operations Executive** **June 2015 - October 2015**

**Duties and Responsibilities:**

* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Manage different personalities.
* Developing systems procedure for the company.
* Making sure that employee records are intact.
* Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.
* Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
* Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
* Provides historical reference by developing and utilizing filing and retrieval systems.
* Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.
* Directs financial issues to CEO for resolution.
* Assists with tracking financial data and performs analyses of data as directed.
* Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
* Maintains continuity among department by documenting and communicating actions, irregularities, and continuing needs.
* Carry out written and oral instructions effectively and efficiently
* Responsible for the analysis and reporting of the tasks.
* Capable of maintaining strict confidence.
* Contributes to team effort by accomplishing related results as needed.

**Administration and Operations Assistant** **August 2014 - April 2015**

**Duties and Responsibilities:**

* Monitor and evaluate staff performance.
* Writing proposals for prospective clients.
* Planning, developing, and implementing field sales action plans.
* Identifying problem areas to resolve.
* Implement Office Quality System.
* Prepare and review contracts with clients and sub-consultants.
* Monitor and control man hours spent on projects.
* Responsible for developing, planning, coordinating and implementing all tasks that relate

to projects.

* Manages engagements from all departments, clients internally and externally in order to

ensure the project is delivered on time, on budget and to agreed quality standards.

* Proactively coordinates all aspects of the project, determine new ways of project development.
* Develops and maintains a detailed project schedule which includes administrative and site tasks involved in the project.
* Ensures coordination of the interfaces of project team and other operations are meeting the project requirements.
* Prepares and/or edit meeting minutes, presentations and tables.
* Coordinates and maintains all filing and document issues with the documents controllers.
* Conduct office management tasks.
* Implement measure to provide motivation for employees.
* Oversee customer service department and assess that they are meeting customers satisfaction goals.
* Dialogue with clientele about customer service issues or queries
* Communicate information to the departments filtered for management.
* Implement quality management and regulatory compliance strategies.
* Reviewing working practices to ascertain if it is successful and if not, devise an alternative.
* Keeping employees motivated and organizing appropriate training.
* Ensuring the business operates within the company's mission statement.
* Working with department heads and senior management to get the best performance from

staff.

**Product Trainer / HR Assistant July 2011 - February 2014**

**Duties and Responsibilities:**

* Responsible for providing the sales team with the necessary technical expertise to enable them to sell the product. This involves printed and electronic promotional material, product training, and relevant clinical papers.
* Responsible for reviewing product data to ensure that the field force is kept up to date on new developments regarding the companies or competitors’ products.
* Close liaison with the field force to assess the response to and suitability of current promotional material and to ensure that the printed promotional material is being used optimally.
* Design market research projects to assess customer attitudes to the current product range and new product introductions. Either conduct this research with in-house staff or manage an outside agency ie initial identification of suitable partner, definition of responsibilities, communication plan, divisions of responsibility, milestones, contract with company, review transcripts and reports, and recommend action plans from the research.
* Responsible for preparing product forecasts, and constantly monitoring inventory levels held at warehouse to ensure supply timelines.

**EDUCATIONAL ATTAINMENT**

## College Bachelor of Science in Information Technology Major in Systems Engineer

Colegio de San Juan de Letran,

151 Muralla Street Intramuros Manila Philippines

Year Graduated: 2006- 2010

## Secondary Blessed Christ Child Montessori Foundation,

Bagong Calzada Balayan Batangas Philippines

Year Graduated: 2002-2006

Primary Blessed Christ Child Montessori Foundation

Bagong Calzada Balayan Batangas Philippines

Year Graduated: 1996-2002

**Microsoft Certifications:**

* Microsoft Certified Professional (MCP) December 20, 2008
* Managing and Maintaining A

Microsoft Windows Server 2003 Environment December 20, 2008

**PERSONAL PROFILE**

Civil Status: Married

Birth Date: September 5, 1989 Religion: Christian

Age: 26 Nationality: Filipino

Height: 5’10”

Weight : 115 kgs.