**First Name of Application CV No:** **1651986**

Whatsapp Mobile: +971504753686



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**POSITION DESIRE:**  Human Resource Assistant / Admin Assistant / Public Relation Clerk / Document Controller

**CAREER OBJECTIVE:** With 6 years Human Resources experience in manpower business in different areas. I am seeking for a senior position to utilize my experience, acquired knowledge and skills.

**WORKING EXPERIENCE:**

Company Name: **Gulf Fidelity Security Services, LLC**

Date: 1 March 2010 up to present

Current Position: HR Assistant and Public Relation Clerk

HR Assistant Duties:

* Coordinate human resources requirements with HR Manager and/or department managers.
* Develops a broad understanding of human resources policies, functions and programs.
* Support human resources program implementation within businesses with guidance and training.
* Develops and maintains departmental files, documents, data file and confidential information.
* Maintains employee personal files in line.
* Updating and maintaining database such as scanning of passports, labor contracts, labor cards, insurance cards and visa details.
* Assisting and dealing to the employees on a daily basis for various welfare issues and concerns.
* Tracking of the passport expiry and informing the employees to renew.
* Updating and processing the annual leave, emergency leave, resignation, termination and visa not renew in the system.
* Preparing supporting documents for fingerprint (Good Conduct Certificate), for Medical to those visa renewals and new arrival employees, for NSI and PSBD applicants.
* Releasing passport to those employees going for annual leave, emergency leave, umra/pilgrim leave, sick leave and passport expired.
* Encoding details for the registration of Dubai Police Card for the renewed employees and new arrival.
* Registering guards for their insurance card.
* Booking and issuing air ticket for those employees going on annual leave.
* Making a various certificate such as: Salary Certificate, Non Objection Certificate, Experience Certificate.
* Opening a file for the newly joined employee to the company.

Public Relations Clerk Duties:

* Updating and maintaining database such as scanning of labor contracts, labor cards and visa details.
* Assisting the PRO for labor, immigration duties and other related issues.

**EDUCATIONAL ATTAINMENT:**

**College** : **Ramon Magsaysay Technological University 2010**

Course : **Bachelor of Science in Nursing**

**Graduate**

**College** : **Columban College 2004**

Course : **Bachelor of Science in Computer Information System**

**Undergraduate**

**Secondary** : **Zambales Academy 1999**

**Primary** : **San Jose-Patrocinio Elementary School 1995**

**PERSONAL DATA:**

Date of Birth : February 19, 1983

Sex : Female

Civil Status : Single

Religion : Iglesia Ni Cristo

Citizenship : Filipino

Height : 5’4”