**CAREER OBJECTIVE**

To be part of a company that indulge professional growth and strive for excellence where I can perform my management skills according to my strong caliber and efficiency.

**PROFESSIONAL HISTORY**

**PERMITS AND VISAS**

**Internet City, UAE**

**HR ADMINISTRATOR**

November 2015 to January 2016

* Posts recruitment on selected job boards
* Conducts initial interview
* Process final offer and finalize the recruitment process
* Ensures accurate and complete recruitment selection guidelines and procedures
* Proofreads Client’s CV
* Collect all appropriate documentation necessary for visa and permits
* Schedule staff’s visa, medical, coordinates with the PRO
* Respond to staff queries on Visa/ Labour/ Passport related matters.
* Assist in all general inquiries concerning labour and immigration matters

**MARKET360 DEGREE INTEGRATED MKTG & PROMOTIONAL SERVICES**

**HR- MANAGER CUM EXECUTIVE SECRETARY**

March 2014 to October 2015.

• Oversee the recruitment and selection process as well as Employees compensation & benefits

• Handles New hire orientation, leads training and professional development seminars

• Develop strategic solutions to meet workforce demands

• Handle risk mitigation /Attends to all SeNa/DOLE arraignment

• Ensure that employees have a safe working environment

\***Directly reporting to CEO**

• Prepare confidential and sensitive documents

• Compose memoranda and letters in response to questions and complaints

• Determine matters of top priority and handle accordingly

• Manage travel and meeting schedule for the CEO

**GLOBE TELECOM**

**SALES ADMIN CUM MARKETING OFFICER**

From May 2012 to March 2014

• Assists and accommodates new subs and existing subscribers

• Probe and provides necessary plan for each subscriber

• Offers new promo and other booster for marketing and subscriber's needs

• Recommend changes in products, services by evaluating results and competitive development.

• Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

• Validate the authenticity of the submitted requirements

• Comply to all emails and complaints

• Handle all loyalty, upgrade and new line subscriptions issuances

• Activates new line

• Provides useful way of gauging overall capacity of a customer/subscriber

**BELO MEDICAL GROUP**

**SALES MARKETING REPRESENTATIVE CUM ADMIN**

**(One World Connections)**

August 2010 to April 2012

• Handles email and complaints

• Receive calls and answer client's inquiry/Arrange appointments for clients

• Answers inquiries through social media

• Consolidates email report (Daily, Weekly & Monthly

**JP MORGAN CHASE BANK**

**SECRETARY CUM RECEPTIONIST**

January 2010 to August 2010

* Assist and accommodates guest and applicants
* Handles receivables and for pick up items
* Receives calls and transfers to certain department
* Sort and distributes incoming post and organizing and sending outgoing post;
* Arrange travel and accommodation for staff or customers and other external contacts;

**COMMUNICATIONS R US (AUSTRALIAN TELCO ACCOUNT; OPTUS)**

**QUALITY ANALYST CUM ADMIN**

September 2007 to December 2008

* Audit and locates Agent’s recording
* Real time feedback and one on one coaching for sales agents
* Administer sanctions for non-compliance

**KIA MOTORS INC.**

**SALES AGENT CUM CUSTOMER SERVICE AGENT**

• Assist possible customers

• Sales and item coordination for car purchases

• Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

• Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques

**EDUCATIONAL BACKGROUND**

**TERTIARY:**

COLLEGE OF THE HOLY SPIRIT

COMMUNICATION ARTS MAJOR IN BROADCASTING

Mendiola,Manila

**PERSONAL DETAILS**

**Date of Birth:** August 25,1988

**Place of Birth**: Manila, Philippines

**Marital Status:** Single

**Height**: 5'2

**Weight**: 120lbs

**Language:** Filipino and English

**First Name of Application CV No :** **1657698**

Whatsapp Mobile: +971504753686

