**MICHAEL**

Email: michael.277593@2freemail.com

CAREER OBJECTIVES

Be able to establish a stable career in my chosen field through exploration of my potentials and capabilities that will enable me to qualify to a company’s high standard. Fulfill my personal aspirations that are to promote self-esteem buy being professional - career wise.

SUMMARY OF QUALIFICATION

2+ years work experience in human resources coordination both in real estate industry and man power recruitment agency, experienced in supporting HR team across all operational and administrative functions. Hands on experienced in managing payroll processes, well versed in assisting in documentation of work processes and procedures. Consistently adhere and regulate the company rules and regulation to achieve the systematic work flow of the company.

EDUCATIONAL RECORD

College – Laguna State Polytechnic University Laguna Philippines

**Degree – Bachelor of Science in Psychology**

JOB EXPERIENCE

**Administrative Coordinator** – Dubai UAE January – April 2016

City Tower Real Estate LLC

• Coordinating with other department regarding admin issue

• Handle the maintenance department

• Assigned as customer service representative

• Handle customer complaint

• Coordinating with the contractor

• Assigned as Receptionist

**Human Resources Coordinator/Administrative Officer**– Laguna Philippines 2013 - 2015

Lynville Realty & Development Corporation

• Assist in employee hiring and firing procedures.
• Provide input for employee retention policies.
• Handle payroll procedures.
• Obtain required approvals from CEOs regarding all HR procedures.
• Maintain and update company’s organizational charts.
• Coordinate exit interviews.
• Provide administrative support.

• Monitor the financial system to ensure the company finances are maintained in an accurate and timely manner.
• Oversee the accounts payable and accounts receivable in order to ensure complete and accurate records.
• Monitor employee files and records in order to ensure accurate payment of benefits and allowances.
• Supervise administrative services within the company office.
• Perform other related duties as required.

**Enumerator** – Laguna Philippines 2013 - 2013

Card SME Bank

• Ask information, such as person's name, address, age, religious preference, or state of residency.

• Explain survey objectives to interviewees and interpret survey questions to help interviewees’ comprehension.

• Compile, record, and code results or data from interview or survey, using computer or specified form
• Review data obtained from interview for completeness and accuracy.

• Meet with supervisor daily to submit completed assignments and discuss progress.

**Recruitment Assistant/Human Resources Coordinator** – Manila Philippines 2012 - 2013

Alternative Network Resources Unlimited

• Provide administrative support to Human Resource department of the organization.
• Establish and post job adverts on job search websites.
• Schedule and organize interviews with suitable candidates.
• Prepare necessary documents, job description, screen tests and interview questions for the organization.
• Communicate requirements and duties to prospective candidates.
• Assist Recruitment specialist in screening eligible candidates.

• Maintain good relationship with all employees and clients.

• Keep records of candidate interview and report them to recruitment manager.

• Participate at recruiting events when the manager cannot attend.

• Perform other related duties as required. Maintain the internal CV-s database.

• Assist in employee hiring and firing procedures.
• Provide input for employee retention policies.
• Handle payroll procedures.
• Coordinate exit interviews.
• Provide administrative support.

**Service Crew** – Laguna Philippines 2008 - 2011

Jollibee Foods Corporation

• Responsible for providing courteous and efficient food and beverage services to the guests.

• To present menu, take order, suggest and recommend appropriately.

• To attend and respond to guests’ needs promptly and professionally.
• To perform general housekeeping and cleaning duties, including sweeping, mopping, cleaning tables etc.

• Any other appropriate duties and responsibilities as assigned.

INTERNSHIP/ON THE JOB TRAINING

**150 hours (Industrial Psychology) 150 hours (Educational Psychology) 150 hours (Clinical Psychology)**

Digital Telecommunication Phil. Inc VYP-MSC Institute of Technology Open Door Christian Children Inc.

Laguna Philippines Laguna Philippines Laguna Philippines

November 2011-December 2011 January 2012-February 2012 March 2012-March 2012

***KNOWLEDGABLE AND WELL VERSED IN THE FOLLLOWING***

* Good knowledge of computer / Microsoft Word and Excel.
* Well organize and able to work well with non-technical staff and patrons
* Excellent oral and written communication skills with organizational aptitude.
* Good command over spoken and written English
* Customer/Clients Oriented.

SEMINAR ATTENDED

*“Resolving National Issues, Through Psychological Approach”*

San Pablo Colleges, Laguna Philippines

August 17, 2010

*“Stress Management: A response to Educational Challenge”*

Laguna State Polytechnic University San Pablo City, Laguna Philippines

October 20, 2010

*“Understanding the Process of Psychological Assessment;*

Cavite Philippines

December 8, 2011

PERSONAL DATA

* Status – Single Gender - Male Nationality – Filipino
* Date of Birth – Sept. 9, 1986 Height – 5’8” Visa Status – Visit Visa