Human Resource Management | Executive & Administrative Support

**SUMMARY PROFILE**

A hard-working, trustworthy and results-driven professional with over 4 years working experience adept at providing effective administrative, executive, human resource and recruitment support to multi- national companies in Philippines, Europe and Middle East with proven ability to work efficiently and independently in a fast-paced environment – meeting deadlines and using initiatives to improve processes in achieving organizational objectives.

*Areas of Expertise include:*

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| --- | --- |
| * Executive Search and Technical Recruitment
 | * Multi Project Management
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| * Internet Sourcing and Name Collecting
 | * Strategic HR Planning
 |
| * Contract and Offer Negotiation
 | * HR Organizational Development
 |
| * Professional CV / Resume Writing
 | * Development and Implementation of Policies
 |
| * Candidate and Client Management
 | * Administrative Task Handling
 |
| * Marketing and Business Development
 | * CRM Development & Management
 |

*Other Skills:*

|  |  |
| --- | --- |
| * Files, Records and Documents Management
 | * Conducting In-depth Research and Studies
 |
| * Communication, Contacts & Email Handling
 | * Customer Service Management
 |
| * Correspondence and Reports Preparation
 | * Microsoft Office/other Business Software
 |
| * Calendar/Schedule and Travel Management
 | * Computer and Network Troubleshooting
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**PROFESSIONAL EXPERIENCE**

**EXECUTIVE ASSISTANT │OFFICE OF THE MANAGING DIRECTOR**

Fakih Group of Companies –UAE

December 2015 – Present

Providing wide array of executive office support to the Managing Director. Ensuring emails, phone calls and overall office communication system is well managed. Organizing daily schedules, travels plans, staff & business meetings, and filing systems. Preparing reports, presentations and memos.

*REASON FOR LOOKING FOR NEW OPPORTUNITIES***:** Looking for HR/Recruitment/Executive Search related job opportunities wherein I can fully utilize my skills and work experiences gained over the past 4 years.

**EXECUTIVE ASSISTANT │OFFICE OF THE COO – Hospitality Group**

Century Properties Group, Inc. –Manila

May 2015 – November 2015

Enabled the Chief Operating Officer to become more productive by providing full range of administrative and executive support. In charged of mail & phone handling, document/memos/correspondence preparation, file management, and record maintenance. Maintained strict confidentiality with sensitive information, financial documents, and executive’s personal matters. Coordinated and carried out special events, requests and effective communications with people at all levels. Conducted market researches and project management. Performed additional duties as assigned.

* *HIGHLIGHT:* Worked with the following international partners: ACCOR Hotels, ACCOR Plus, Interval International, International Associate Clubs, International Leisure Consultants and a number of international design & architecture firms.

**HR ADMINISTRATOR │ RECRUITMENT OFFICER** (Consultancy Project Based)

Intuitive Solutions LLC –

January 2014 – February 2015

Contracted to help the company reposition its Human Resource Department. Analyzed and recommended solutions to human resources issues including development and implementation of human resource policies and procedures. Performed and conducted other HR tasks – sourcing & recruitment, employee on-boarding and exit interview, employee files and records management, compensation computation, and etc.

* *HIGHLIGHTS:* (a)Formulated, developed and successfully implemented latest employee handbook, which include revision of compensation & benefit system and code of conduct policies; (b) Improved existing HR policies and internal communication by redefining the company’s organizational chart and communication flows.

**EXECUTIVE SEARCH CONSULTANT │ RECRUITER**

Mister Headhunter UG

December 2011 – January 2014

Successfully sourced, interviewed and placed qualified candidates for Middle Level to Executive positions for Information & Communication Technology, Automotive, and Medical Devices industries. Worked closely with clients to create and refine hiring goals and objectives. Effectively established and managed candidate relationship to maintain flow and order. Proactively contacted potential clients.

* *HIGHLIGHT:* Handled accounts like Citrix, Medtronics, Urban Science and Enterasys and successfully placed top qualified candidate for their Senior/Lead Engineers, Sales Executives and Managing Director.

**OTHER INFORMATION**

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Business Administration

Major in Human Resource Management

University of Perpetual Help System DALTA

Year of Completion: 2012

**PERSONAL DETAILS**

Birthday: October 9, 1988

Age: 27

Gender: Female

Nationality: Filipino

Civil Status: Single

**First Name of Application CV No:** **1666506**

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