**Key skills and competence**

* The motivation to learn new knowledge and skills
* Resolving typical and common hiring problem
* Working in fast paced
* Ability to work closely with other professionals as part of a team
* Ability to pick up new skill quickly
* Positive “can do” attitudes towards work

**AREAS OF EXPERTISE**

* HR processes
* Accepting resignation
* Note taking
* Answering queries
* Recruiting
* Pre-screening
* Short-listing candidates
* Performance Evaluation

**Personal Details**

Nicee Pearl Dela Cruz

DOB: November 12, 1994

Nationality: Filipino

Visa Status: Tourist Visa

**References**

Available on request.

**NICEE PEARL DELA CRUZ**

Human Resource

**Personal Summary**

A competent and organized individual who is able to work as part of a team. Nicee has a positive attitude and keen desire to learn new things and grow within firm. She always treat people with respect and according to their individual needs. Right now he would

like to work for a friendly and exciting company that is looking for an HR Assistant who can reflect their values and quality.

**Work experiences**

**Puregold**

**Human Resource**

**April 2015- February 2016**

**Philippines**

Responsible for the full employee life cycle from recruitment and providing full administration support to the HR Manager and officers. Also involved in day-to-day running of the HR office.

* Ensuring the department complies with all recruitment policies, laws and regulations
* Putting together new employee starter packs.
* Setting up, monitoring employee probationary period.
* Acting as the first point of contact for anyone enquiring about a vacancy.
* Maintenance of the HR record and system.
* Keeping track of any employee anniversaries and awards they are due.
* Developing reports for senior HR Officers on staff sick leave, absences and holiday leave.
* Screening phone calls, emails, letters and personal visit.
* Providing professional advisory support to company employees.
* Resolving typical and common hiring problem
* Handling all confidential information in a professional manner.
* Organizing or analyzed training needs to design employee development.
* Assisting with the recruitment and selection process.

**Student Assistant**

**Central Luzon State University**

June 2015- March 2016

**Academic Qualification**

Central Luzon State University

Bachelor of Arts in Psychology

2011- 2015

**Field of Practice**

*Philippine Mental Health Association*

April-May 2014

**First Name of Application CV No:** **1669578**

Whatsapp Mobile: +971504753686

