

 **KRISTINE**

**KRISTINE.28389@2freemail.com**

**Objective**

To pursue a successful, challenging and exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on the road to success.

**Achievement**

* Nurse Licensure Examination

 July 2011

 PASSED

* Dean’s Lister

 2nd year College, 2nd Semester

**Educational Background Year Graduated**

Tertiary Bachelor of Science in Nursing 2010

 First Asia Institute of Technology and Humanities

 Tanauan, Batangas

Secondary First Asia Institute of Technology and Humanities 2006

 Tanauan, Batangas

Primary First Asia Institute of Technology and Humanities 2002

 Tanauan, Batangas

**Employment History**

**Account and HR Coordinator/Company Nurse**

Topserve Manpower Solutions, Inc.

Company Assigned: Global Compak,Inc.

July 24, 2013 – January 23, 2016

* Timekeeping
* Record employee information such as exemptions, transfers and resignations, in order to maintain and update payroll records.
* Main point of contact for general HR enquiries from both internal and external customers, referring queries where necessary to the appropriate member of the team.
* Handle complaints or questions regarding discrepancies
* Administer first aid treatment and provide medications for employees as needed.
* Perform other duties and responsibilities that maybe assign from time to time

**Admin/Security Staff/Company Nurse**

Nippon Micrometal Corporation Philippines

April 24, 2012 – January 31, 2013

* Monitor employees movement by means of CCTV cameras
* Maintain filing of documents
* Assist in incoming and outgoing shipment s by ensuring correctness of data and items to be shipped
* Accomplishes Gate Pass to authorize shipment
* Approves and ensures implementation of monthly daily guard-detail order and weekly rotation shift schedules
* First Aid responder especially during night shift.

**Technical Skills**

* **MS Word,**
* **MS Excel**
* **MS Powerpoint**
* **HRIS Systems**

**Language**

* **Tagalog and English**

**Personal Data**

Age : 26 years old

Date of Birth : August 15, 1989

Place of Birth : Sto. Tomas, Batangas, Philippines

Sex : Female

Civil Status : Single

Nationality : Filipino

Religion : Roman Catholic