CAREER OBJECTIVE

To obtain a position in a company where I can maximize my skills and experience and enables me to make positive

contributions to the organization

SUMMARY OF QUALIFICATION

More than eleven (11) years of remarkably challenging and exciting experiences as a versatile employee with a legacy of

world-class standards in the field recruitment, IT, administration, marketing, hotel and casino services.

At my prime work age, I confidently able to meet the standards and objectives of the company and competently carry out the functions because of the following qualifications:

* College Graduate with a degree BS in Computer Science.
* Versatile employee that performs the task of Recruitment Administrator, Researcher, IT (creates and manage website and social media platforms), VIP Croupier, Treasury Executive(Shift-in-Charge), Administration /Receptionist /Concierge and VIP Services and Marketing.
* Good speaking and listening abilities.
* Excellent guest relations skills, neat and well-groomed appearance.
* Skillful, a team player, self-motivated, independent, dependable with prevalent experience in developing and maintaining detailed administrative and procedural processes that improve accuracy and efficiency, and achieve organizational objectives.
* Good in Mathematics and its application.
* Proficient in MS Office application programs. Experienced in designing, implementing, supporting, and managing network and database systems.

WORK EXPERIENCE

Position: RECRUITMENT ADMINISTRATOR /RESEARCHER (Recruitment Officer) / IT

Company Management Consultancy

Country: United Arab Emirates

Start Date: October 28, 2014

Finish Date: December 17, 2015 - 1 year 2 months

DUTIES AND RESPONSIBILITIES :

**Recruitment Administrator:**

* CV Screening against key criteria
* Arranging Telephone, Group and Skype interviews for UAE and overseas candidates
* Build & maintain relationships with all candidates and clients, scheduling registrations and taking bookings as required
* Assisting the recruitment specialist during group interviews
* Conducting Telephone and Skype Interviews
* Booking successful candidates in for induction
* Advising UAE and overseas candidates of the necessary paperwork required before start date
* Organizing contracts with new starters using the company contracts template
* General candidate queries via email and phone
* Requesting references
* Data entry using a candidate capture software and other administrative duties

**I.T. Duties:**

* Created/ managing the company’s website
* Created/ managing the company's career portal
* Managing and monitoring company’s database system.
* Created/managing the social media advertising (Facebook, LinkedIn, twitter, instagram and google+)
* Assist team with recruitment campaigns, including the creation and advertising of vacancies
* Placing job adverts across all job boards
* Manage our talent bank and any speculative enquiries pro-actively seeking candidates from various job boards

**Researcher (Recruitment Officer) :**

* Creating job descriptions for current vacancies and liaising closely with hiring managers for specific/essential requirements
* Managing all applications and supporting the recruitment team in ensuring each candidate is managed/updated correctly
* Head hunting via portals, job boards and social media sources
* Screening CVs daily, matching skill sets to the relevant job vacancy
* Telephone interviewing
* Obtaining references
* Sending out regret letters/emails to those unsuccessful
* Providing daily support and actively engaging with all departments and hiring managers

WORK EXPERIENCE

Position: (CUSTOMER SERVICE)

Company: **SOLAIRE RESORT AND CASINO – (6 Star Hotel)**

Country: PHILIPPINES

Start Date: January 14, 2012

Finish Date: June 11, 2014 2 years 5 months

* Exchange paper currency for playing chips.
* Pay winnings and collect losing bets as established by the rules and procedures of a specific game.
* Deal the appropriate number of cards to each player.
* Open and close cash floats and game tables.
* Compute amounts of players' wins or losses, or scan winning tickets presented by patrons to calculate the amount of money won.
* Apply rule variations to card games such as baccarat, in which players bet on the value of their hands.
* Prepare collection reports for submission to supervisors.
* Assist and train newly dealers
* Customer Service

WORK EXPERIENCE

Position: RECEPTIONIST/ ADMINISTRATOR / CONCIERGE

Company:  **Resort Hotel and Casino -**

Country: PHILIPPINES

Start Date: December, 2009

Finish Date: January, 2012 3 years 1 month

DUTIES AND RESPONSIBILITIES

* Assist patrons at hotel and casino.
* May take messages, arrange or give advice on transportation, business services or entertainment, or monitor guest requests for housekeeping and maintenance.
* Answer and sirect phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes, and forms.
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Submit and reconciled expense reports
* Provide support to visitors

WORK EXPERIENCE

Position: **VIP SERVICES AND** MARKETING (Social Media Campaigns / Website Branding)

Company:  **Hotel and Casino -**

Country: PHILIPPINES

Start Date: November, 2008

Finish Date: December , 2009 1 year 1 month

DUTIES AND RESPONSIBILITIES

* Banner Layouting and Designs for Marketing
* Handling new launches, promotion of services
* Devising and presenting ideas and strategies
* Organising events and exhibitions
* Creats and managing/monitoring campaigns on social media and website.
* Increase engagement on Social media platforms.

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| WORK EXPERIENCE |

Position: TREASURY EXECUTIVE (Shift –in- Charge)

Company:  **Resort Hotel and Casino**

Country: PHILIPPINES

Start Date: May, 2006

Finish Date: November, 2008 2 years 6 months

Position: TREASURY CASHIER

Company: **Resort Hotel and Casino**

Country: PHILIPPINES

Start Date: March, 2005

Finish Date: May, 2006 1 years 2 months

DUTIES AND RESPONSIBILITIES

* Treasury cashier(Shift in Charge) is responsible for carrying out a variety of transactions and handling any required paperwork.
* Maintains a correct accounting of cash and chips inventory, ps correct cash payments to customers, accounts all cash and checks in vault, checks the bank’s balance at the end of every shift, and prepares guests’ settlement, statement of accounts, cash outs and account form.
* Accounts all guests and staff expenses, prepares summary of house win/loss both in peso and junket or any currency, prepares slot machine monthly statement.

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| PERSONAL DETAILS |

Age : 32

Nationality: Filipino

Gender: Female

Height: 5’3”

Weight: 50 kg

Civil Status: Single

Date of birth: July 16, 1983

Languages: Filipino, English

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| EDUCATIONAL BACKROUND |

HIGHEST EDUCATION SECOND HIGHEST EDUCATION

Education Level : Bachelors/ College Degree HighSchool Diploma

Education Fields: Computer Science

Course Bachelor of Science in Computer Science HighSchool Graduate

School: Data Center College Philippines Ilocos Norte College of Arts and Trades

Date Graduated: March 2004 March 2000

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| ADDITIONAL SKILLS & ATTRIBUTES |

* Updated with the latest IT trends and software.
* Perform Multitasking Physically fit, mentally alert and morally upright
* Encoder, Designs and Modelling of a Relational Systems
* Physically fit, mentally alert and morally upright
* Has high degree of honesty, dedication and commendable work ethics.
* Developed and implemented a network application program that streamlines cashiers operation in the treasury department and provide a real time view of the actual casino operations to CCTV personnel

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| AWARDS AND ACHIEVEMENTS |

* Most Punctual
* Award for Employee Appreciation

**First Name of Application CV No:** **1703454**

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