**JUSTINE**



**CAREER OBJECTIVE**

To secure a challenging and rewarding position in a professional organization where I can enhance my knowledge and skills and to be an active participant in contributing to positive growth of the company.

**PERSONAL PROFILE**

* Excellent written and oral interpersonal communication skills
* Proficient in Microsoft Office
* Tolerant and flexible to different situations
* Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas
* Highly motivated self-starter who takes initiative with minimal supervision.
* Enthusiastic, knowledge-hungry learner (knowledge enthusiast), eager to meet challenges and quickly assimilate new concepts.

**PROFESSIONAL EXPERIENCE**

**April 2013 – March 2016 Administrative Assistant**

**Ariba Trading (Batangas, Philippines)**

**Duties & Responsibilities:**

* Answers and directs phone calls
* Distributes memos
* Provides necessary clerical duties
* Provides general support to the visitors
* Coordinates maintenance of office equipment
* Maintains office supplies
* Ensures databases are updated
* Maintains electronic and hardcopy filing system
* Schedules and coordinates meetings and appointments
* Reviewing and answering emails

**November 2012-March 2013 HR Intern**

**Coca-cola Bottlers Philippines Inc**

**(Taguig, Philippines)**

**Duties & Responsibilities:**

* Encoding different database
* Scheduling/ following up employees call and email
* Filing documents
* Phone initial interview
* Preparing Training kits
* Making PRM (Payment Request Memorandum)
* Assisting on HR events (Job fairs, trainings and etc)

**EDUCATIONAL QUALIFICATION**

**Educational**

**VOCATIONAL : English Proficiency**

Training Educational Skills Development Authority

P. Herera St., Batangas City

(March – April, 2016)

**TERTIARY : Bachelor of Science in Business Administration Major in Human Resource Development Management**

Lyceum of the Philippines University - Batanagas

Capitol Site, Batangas City

(2010-2013)

**COMPUTER SKILLS**

MS-Office (MS-Word, MS-Excel, MS-PowerPoint)

Internet & E-Mail

Auto CAD

**SEMINARS & TRAININGS**

* **Employability Skills Training**
* TESDA Regional Center-CALABARZON, March 21-22, 2016
* **A Sustainable Approach to Quality Human Relations**
  + FAITH Gymnasium, Tanauan, Batangas City, August 2, 2012
* **Equippig an Impact of Leaders towards Teamwork and Excellence in Service**
* LPU- Batangas Freedom Hall, Batangas City, August 3, 2012
* **A Seminar-Workshop: Training the Trainor**
* **Tagaytay City, March 20, 2012**
* **Entrepreneurial Forum**
* LPU- Batangas Gymnasium, Batangas City, March 6, 2012
* **Be A Wise Saver Forum on Responsible Banking**
* LPU- Batangas Freedom Hall, Batangas City, December 9, 2011
* **2nd Annual Business & Economics Conference**

**ORGANIZATION / AFFILIATION**

**Human Resource Management Society (HRMS)**

Junior P.R.O. (2011-2012)

Secretary (2012-2013)

2011-2013

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Age | : | 24 |
| Date of Birth | : | August 19, 1991 |
| Gender | : | Female |
| Nationality | : | Filipino |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Religion | : | Roman Catholic |
| Civil Status | : | Single |
| Languages Known | : | English, Tagalog |

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JUSTINE ANNE I MENDOZA