**CHERRIE**

**CAREER OBJECTIVE**

To be part of a grown oriented organization that offers an opportunity for career advancement where I can also contribute effectively my experience, skills, and knowledge.

**WORKING EXPERIENCE**

COLUMBIAN MOTORS CORPORATION (March 22, 2006 – March 22, 2016)

**Administrative/Personnel Supervisor** (Personnel Dept. - General Management)

Job Description:

* Maintains an employee information database which captures all employee details.
* Maintains individual employee 201 files.
* Administers the job hiring process.
* Maintains & monitor records of attendance, punctuality and leave of absence.
* Ensure adherence to the Company Rules and Regulations and other Company Standard Operating Procedures mentioned in the HR/Company manual.
* Process and forward employee resignation to the top management.
* Send resignation details for final settlements to the accounts department.
* Ensure full and final settlement at the time of leaving of employee.
* Make necessary changes in the HR/Company manual if required by the top management.
* Inform employees about the changes in the HR/Company manual.
* Takes appropriate action to correct any employee relation issues.
* Manage administration related purchases.
* Ensure purchases of items as per departmental requirements.
* Check office supply levels prior to placing orders.
* Performs various administrative, secretarial and office based functions.
* **Any other job that Top Management deems fit for this position**

**KEY SKILLS AND COMPETENCIES**

Professional

* Able to act independently to get a job done.
* A logical thinker and problem solver.
* Able to manage a varied workload in a fast paced environment.
  + - Capable of handling confidential employee information in a professional and

respectful manner.

Personal

* Keen and eager to learn new things.
* Enjoys administrative and office based work.
* Ability to work quickly and accurately.

**EDUCATIONAL BACKGROUND**

**TERTIARY :** Graduate of Bachelor of Science in Marketing

UNIVERSITY OF ST. LA SALLE (2001-2005)

Bacolod City, Philippines

**SECONDARY :** Emiliano Lizares National High School (1997-2001)

Brgy. Granada, Bacolod City, Philippines

**PRIMARY :** Asuncion Lopez Lizares Elem. School II (ALLES II) (1991-1997)

Brgy. Granada, Bacolod City, Philippines

**PERSONAL INFORMATION**

Birthday : July 16, 1984

Citizenship : Filipino

Gender : Female

Civil Status : Single

Height : 5’3”

Weight : 121 lbs.

Religion : Christianity

Languages : English and Filipino

**Job Seeker First Name / CV No: 1713642**

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