

Jerlie

Email:

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# OBJECTIVE

A well-experienced, competent, and committed individual looking for a full-time position in Human Resource / Office Admin in a well-established organization, where I can exploit my skills, knowledge and past experienced to develop, contribute and support company for optimum growth and development.

# STRENGTHS

* Gained 3+ year’s total of experience in the field of Human Resource and Office Admin both in UAE and Philippines
* Competencies in providing administrative support with high degree of efficiency
* Quick-learner and adaptable to new challenges
* Excellent communication skills and interpersonal skills
* Ability to multi-task and meet deadlines
* Highly proficient in MS Office such as Word, Excel, PowerPoint and Outlook

# EDUCATIONAL QUALIFICATION

Bachelor of Science Business Administration Major in Human Resource Management, De La Salle- College of Saint Benilde, Manila Philippines

# CAREER SNAPSHOT

* HR Assistant cum Admin Assistant October 2016 – Present
* Clerk cum Sales Assistant February – December 2015
* Recruitment Staff October 2014 – January 2015

# PROVEN JOB ROLE

**HR Assistant cum Admin Assistant - Dubai, UAE**

*as HR Assistant*

* + Assist walk-in candidates in completing their registration process, screening their CV profiles, updating their online registration, uploading their updated CV and photograph on job portal
  + Assist senior HR Consultant in meeting, screening and interviewing walk-in candidates



* + Deal with candidates, handle their queries, assess their needs and assist them accordingly by marketing all HR Consulting Services
  + Explain the benefits of various HR services to candidates
  + Book sales and maintain follow-up to potential candidates
  + Perform duties of generating invoices, handling cash, depositing daily cash in bank accounts and record keeping daily reports for management reporting

*as Admin Assistant*

* + Handle general admin tasks like attending phone calls and giving appointment, answer customer general queries etc.
  + Maintain confidentiality and protect HR operations by keeping data confidential
  + Responsible in reviewing, maintaining and filing of all company records like Receipt Summary, Income Statement, Expenses and Refunds and others

# Clerk cum Sales Assistant - Makati, Philippines

* + Copies data, compile and maintain records of sales transaction monthly
  + Encode/book orders from Medical representative or Hospital
  + Assists Sales Supervisor in terms of approval of orders in the system
  + Maintain coordination with med rep through phone calls
  + Maintain proper control of return products by creating manual records
  + Handle csv files for price product maintenance

**Recruitment Staff - Makati, Philippines *(seasonal employment)***

* + Organizes and maintain resumes of past and present candidates
  + Source applicants for manpower pooling using job portals like Jobstreet.com, BestJobs.ph, gathering referrals and conducting outside sourcing
  + Schedules applicants for initial interview through phone call invitation
  + Conducts initial interview

# INTERNSHIP

Human Resource Trainee, iGen Technologies, Inc., Makati, Philippines

# ACHIEVEMENTS

* + - Most Uprising Employee of 2018 – Dubai, UAE
    - Acknowledged Two Years of Loyal and Efficient Services – Dubai, UAE

# PERSONAL DETAILS

Nationality: Filipino

Date of Birth: 12 December 1994

Marital Status: Single

Languages: English, Tagalog

Visa Status: Currently Employed

References: Available upon request.