**PRINCES JUDY MAE A. CALUCIN**

**OBJECTIVE:**

To be involved in a company or organization where I contribute my skills and ideas and help improve the company’s growth and productivity.

**Personal Background:**

Date of Birth: January 01, 1994

Place of Birth: Philippines

Citizenship: Filipino

Gender: Female

Marital Status: Single

Age: 22 years old

Height: 5’4”

Religion: Born Again Christian

Languages: English and Filipino

**Skills:**

Effective communication and interpersonal skills

Good in organizational skill.

Good in multitasking

Proficient skills in Microsoft Office Applications (Outlook, Word, Excel, Publisher and PowerPoint Presentation)

File Management

**Professional Experience:**

**Human Resource Secretary**

**Dubai, UAE**

March 01, 2016 up to present *(Staff Transfer)*

**Records, Reports, and Correspondence:**

* Prepare correspondence, forms, manual, schedules, contracts, and reports for the Human Resource Manager and other department staff members.
* Prepare recruitment and new hire packets.
* Initiate and maintain physical and computerized departmental files for all staff and applicants including verification of completeness of files (201 filing)
* Assist with the purging of inactive HR records (201 filing).
* Responsible for the updated documents of all staff/artists.
* Responsible for the safekeeping and release of the passports and other important documents of all staff/artists.

**Employment**

* Assist with the distribution of employment contracts.
* Responsible for the Employment Processes of the staff (Employment Visa, Residence Visa, OHC) and other Government requirements.
* Responsible for the induction process of new staff.

**Compensation & Benefits:**

* Prepare the 201 profile of employees for the annual Salary Review.
* Prepare the annual Leave Salary Encashment of employees.
* Prepare the annual Leave/ Vacation of Employees.
* Make travel arrangements for all staff including artists (Vacation, Incoming Staff, and Cancelled/Resigned Staff).
* Prepare the Cancellation, Final Settlement, and Exit Clearance of Cancelled / Resigned Staff.
* Handle the Medical Treatment to our Contracted Hospital for the Staff.
* Arrange the Accommodation/ Transportation of the Staff/ Artists.
* Prepare and process purchase orders for Human Resources Department and needs of the staff.

**Others**

* Assist the G.R.M for the Artists License Process (Employment Visa, Residence Visa, Artist License/Renewal)
* Ensure all government related documents requirements are updated and assist the G.R.M for the renewal of Trade License, Immigration Card, Police Report, Parking Permit, Alcohol License, Flag License, etc.
* Ensure all Accommodation/Housing related requirements are updated.
* Answer and responds to incoming calls, take reliable messages, and route to appropriate staff.
* Greet visitors and assist employees and applicants with completing applications and required paper work.
* Prepare Hotel ID and name badges of all staff.
* Receive, sort, and distribute mail and other documents to department staff as needed.
* Maintain confidentiality of information.
* Comply with federal and state laws, as well as and local board policies, procedures, and rules.
* Other duties as assign.

**Moscow Hotel (Byblos Hospitality Group), Dubai, UAE**

**Food & Beverage Server**

March 11, 2015-March 01, 2016

**Customer Service Duties:**

* Providing excellent customer service
* Greeting patrons once they are seated
* Presenting menus to customers
* Explaining menu items to customers
* Answering questions from patrons about food and beverages
* Sharing information with customers about the status of their orders
* Refilling customer drink orders throughout the meal
* Finding out if customers need additional items
* Verifying that customers are satisfied with their orders

**Sales Duties:**

* Taking food and drink orders
* Up-selling additional food and beverage products to patrons
* Entering each item ordered into restaurant register system
* Delivering checks to customers
* Accepting payment for the meal

**Training Experience:**

* **Red Rock Hotel Penang**

**Front office, Housekeeping, Kitchen and F&B department**

202A, Jalan Macalister, 10400 Penang Malaysia

June 08, 2013 to November 30, 2013

Six (6) Months

* **Calexico Food Corporation**

**Service Crew**

Mexicali Alabang Town Center, Muntinlupa City

October 28, 2011 to January 07, 2012

300 hours

**Special Skills:**

* Bed Making, Table Skirting, and Table Setting
* Having wholesome values of honesty and integrity
* Have a healthy attitudes towards work
* Can provide reliable, warm, friendly, innovative services
* Provides excellent service (customer satisfaction)

**Educational Background:**

Tertiary: University of Perpetual Help System Laguna

 National Hi-way, Brgy.Sto. Niño, Biñan, Laguna

 2010- 2014

Secondary: Ragay National Agricultural and Fisheries School

 Liboro, Ragay, Camarines Sur

 2006-2010

Primary: Pugod Elementary School

 F. Simeon, Ragay, Camarines Sur

 2000-2006

 **Job Seeker First Name / CV No: 1798320**

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