

Ariane V. Parlero

*Duties and Responsibilities:*

* Worked closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
* Promoted equality and diversity as part of the culture of the organization;
* Staff recruitment: developed job descriptions and person specifications, prepared job adverts, checked application forms, shortlisted, interviewed and selected candidates;
* Applied and renewed employment and residence visas, occupational health cards, establishment cards, trade licenses, and the like;
* Developed and implemented policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
* Advised on pay and other remuneration issues, including promotion and benefits;
* Prepared monthly budget forecast for department;
* Administered payroll and maintained employee records;
* Interpreted and advised on employment law; and
* Dealt with grievances and implemented disciplinary procedures.
* **HR & Admin Coordinator**

Dubai, U.A.E.

*May 2015 - Mar 2016*

Experiences

Colegio de San Juan de Letran - Calamba

**Bachelor of Science in Psychology**

* Dean’s Lister (Academic Excellent Award)
* Levi’s Red Tab Foundation Scholar (Academic Scholarship)

2008 - 2012

Formal Education

* Calamba City, December 19, 1989
* Female
* Single
* Filipino
* Place / Date of Birth
* Gender
* Marital Status
* Nationality

To work as Human Resources Officer, and apply my knowledge and skills in contributing effectively towards the growth of the organization.

* Provide confidential support and expert office management skills
* Self-motivated, responsible and work with speed and accuracy
* Multi-tasking effectively, uses humor and positive outlook
* With good communication skills and proficient writing skills

Personal Details

Career Profile

Curriculum Vitae

Objectives



Qualifications

*Duties and Responsibilities:*

* Gets vacancy details from employers, negotiates the demands and requirements to the agents or recruiter overseas
* Matches candidates to jobs to build a pool of potential applicants
* Screens and short listing candidates for employers to interview
* Builds relationships with employers and job seekers
* Meets targets for vacancies filled and people placed
* Process the legal contract and recruitment agreement between overseas recruitment agent, employer and hired recruit
* Writes business letter, reports or office memorandum, file papers and documents
* Operates ranges of office machines such as PCs, printers, photocopiers and faxes
* Supervises and coordinate activities of staff
* Involves in staff training and development, the preparation of job descriptions, staff assessments and promotions

*Duties and Responsibilities:*

* Substantiates applicants' skills by administering and scoring tests
* Schedules examinations by coordinating appointments
* Welcomes new employees to the organization by conducting orientation
* Submits employee data reports by assembling, preparing, and analyzing data
* Maintains employee information by entering and updating employment and status-change data
* Maintains employee confidence and protects operations by keeping human resource information confidential
* Maintains quality service by following organization standards
* Human Resources Management, Benefits Administration, Hiring, Performance Management, Compensation and Wage Structure, Classifying Employees, Employment Law, and Organization, Project Management, Maintaining Employee Files, Resolving Conflict, Accurate Reporting Skills, Communication Skills, Administration Skills, Problem Solving, Motivates and Inspires
* **TECOM-AXS Training (New online service platform for TECOM GSO services)**
* **Completed Information Technology (IT) Course**
* Windows Administrator; Microsoft Office; Word, Excel, PowerPoint, Outlook, and Microsoft Tools, Adobe CS (Photoshop), Internet, Basic Troubleshooting
* **Job Seeker First Name / CV No: 1798860**
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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Ariane V. Parlero

* **Human Resource Consultant**

**at VIP Labour Supplies Services**

Al Qusais, Dubai, U.A.E.

*Nov 2012 - Jan 2015*

* **Human Resource Assistant**

**at Coca-Cola Bottlers**

Laguna, Philippines

*Mar 2011 - Sep 2012*

Curriculum Vitae

Experiences *(cont.)*