**MARIVIC FERNANDEZ**

**O B J E C T I V E**

To gain employment in a company that will allow me to fully contribute my knowledge and skills acquired while providing career growth that will enhance my potential to pursue higher opportunities in life. Works well under pressure and maintains professionalism during stressful situations, shows a high degree of patience and excellent communication skills.

**SUMMARY OF QUALIFICATIONS**

* Computer literate and knowledgeable in software applications such as Microsoft Outlook, Microsoft
* Word, Microsoft Excel, Microsoft PowerPoint.
* Willing to be trained for career advancement.
* Fast learner, responsible, independent self-starter, good team-player and leader.
* Goal-oriented and has strong interpersonal communication skills and public relations.
* Persistent and aggressive individual who readily accepts challenges to meet or exceed project objectives.
* Dedicated, self-motivated achiever who is committed to success and adept at juggling multiple tasks in a high-pressured environment.

**HUMAN RESOURCES EXECUTIVE July 2013 – July 2016**

**Dubai, UAE**

* Liaise with the PRO for visa application, renewals and cancellation as per the business requirement
* Prepare and submit all the required documents to the PRO for new visa applications, renewals, Cancellation of visas, labour card and emirates id
* Ensure all visa Renewal & Cancellation of Visas are done before the expiry dates
* Submit the weekly visa expiry report
* Prepare and submit accurate employee data reports by assembling, preparing, and analyzing data
* Maintain a record of payments made to PRO for processing jobs
* Ensure the employee individual file is updated in a timely manner
* Maintains employee information by entering and updating employment and status-change data
* Work within the framework of onboarding documentation and ensure that proper onboarding procedure is implemented
* Respond to employee relation issues and solving their problems as per the UAE labor laws and related regulations
* Prepares offer letter to newly hired staff
* Send out probation reminder emails to line managers and escalate any issues to HRM when appropriate
* General administrative duties such as copying, faxing, typing, filing scanning and mailing documents
* Handle employee request such as NOC’s, employment verification and salary certificates
* Issuance and maintenance of employee passport
* Perform other HR related tasks that may be assigned
* Able to do multi-task, prioritize work and meet tight schedules.

**HUMAN RESOURCES EXECUTIVE (PRE-OPENING) July 2011 – July 2013**

**Hilton Sharjah**

**Sharjah, UAE**

* Organizes arrival of new staff members defining ways to ensure a great welcome
* Ensures that all filing system is organized, maintained and up-to-date.
* Raising of LPO and booking of air tickets for all new incoming employees in the coordination with the Travel Agencies.
* Ensures transport is available to pick up new arrivals from the airport to the staff housing complex.
* Responsible for entering all new recruits into the PAYTRAX system and maintaining accurate manning list at all times & now we are start using new system called (OASYS)
* Ensures that the Headcount and Starters and Leavers books are up-to-date.
* Ensures that the new staff file is prepared and filled up in compliance with the hotel's standards.
* Conduct preliminary interview to candidates and makes recommendation. In direct contact with recruitment agencies to facilitate immediate hiring and deployment of staff.
* Assists in the Recruitment process & staffing by preparation of offer letters, follow-up on hiring process.
* Preparation of the contract renewal sheets and typing the employee contracts.
* Meeting internal customers’ requirements and needs in term of administrative requests (including release of passport in the absence of PRO) in a timely and efficient way.
* Prepares letters for promotions, salary increases
* Participates in organization of regular social activities & other staff get together.
* Prepares monthly HR Report
* To updated the PRO regarding the Visa for the new staff / visa renewal
* Updating the expiry date for Municipality Health cards, Health Cards, Labour
* In charge of staff accommodation.

**Human Resources Coordinator July 2006 – July 2011**

**Millennium Hotel**

**Sharjah, UAE**

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**FOOD & BEVERAGE ADMINISTRATOR CUM SECRETARY January 2004 - July 2006**

**Millennium Hotel Sharjah**

**Sharjah, UAE**

* Records minutes of the Meeting Conducted by the Food & Beverages Manager
* Assist the Banquet sales executive in all administrative work
* Calling the clients to follow up their function.
* To ensure appropriate memos and faxes made and distributed
* Update Banquet email list
* Assists with the coordination of direct mail, menu typing, menu tags, name tags event signage’s labeling.
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* Provides adequate supplies of stationary and to ensure that the following forms are distributed, filed and kept update at all times
* To distribute daily events
* To ensure all invoices are followed up properly whether for Clients, suppliers, entertainers, Casual staff etc.

**AWARDS RECEIVED:**

Employee of the Month for Month November 2012

Second Quarter Employee of the Year 2010

Employee of the Year awarded March 2008

Employee of the Month for Month of May 2007

Received appreciation letter

**TRAINING EXPERIENCE:**

* Basic Food and Hygiene Course
* The Mastering Art of Service by Hilton
* Food & Beverage Training
* Customer Care and Complaint Handling
* Fire Training
* Emergency Response Team
* Service Excellence
* First Aid Training
* Business Writing
* Leadership I – Hilton Sharjah

**EDUCATIONAL ATTAINMENT:**

College Graduate

St. Paul University

Tuguegarao, City Philippines

**PERSONAL INFORMATION**

Birth date: October 10, 1978

Birthplace: Piat, Cagayan

Civil Status: Married

Nationality: Filipino

Religion: Roman Catholic

**Job Seeker First Name / CV No: 1800744**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

