**MAGDAR**

Email: [magdar.314685@2freemail.com](mailto:magdar.314685@2freemail.com)

**OBJECTIVE**

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

**PROFESSIONAL EXPERIENCE**

**HR Assistant**

National Grid Corporation of the Philippines

Iligan City, Philippines

December 14, 2015 to Febuary 22, 2016

**Job Description:**

* Assisted the Human Resource Manager in administrative tasks such as printing out memos, sending memos to different offices and helping out in the filing of records of employees; answering telephone inquiries; maintaining calendars; compiling reports and preparing spreadsheets
* Assisted the Human Resource Recruitment officer in recruiting tasks such as preparing tests, conducting tests and checking for answers; posting job ads and organizing resumes; preparing new employee files; helping in preparing compensation and benefit documents
* Assisted the Payroll and Benefits officer by helping in processing payroll papers, checking the payroll files for mistakes and helping in the filing of payroll complains

**SKILLS** **AND COMPETENCIES**

* Oriented in Microsoft Office application such as:
* Microsoft Office PowerPoint
* Microsoft Office Word
* Microsoft Office Excel
* Capable of editing pictures using Adobe applications

**EDUCATIONAL BACKGROUND**

**Tertiary:**

**BACHELOR OF SCIENCE IN PSYCHOLOGY**

St. Michael College, Iligan City

A.Y 2016

**PERSONAL INFORMATION**

Birthday: May 15, 1993

Gender: Male

Status: Single

Visa Status: Tourist Visa

Religion: Roman Catholic

Nationality: Filipino

**I hereby certify that the above information is true and correct to the best of my knowledge.**

MAGDAR

Applicant