

**HANNAH**

**HANNAH.324282@2freemail.com**

**OBJECTIVES:** To obtain any responsibility and challenging position that will suit my qualification , to have an opportunity for professional development, to contribute and share my skills as well as my knowledge to the company and be involve in the company operations specially to the field I have chosen.

**PERSONAL PROFILE:**

Age : 21

Date of birth : January 24, 1995

Civil status : Single

Language/ dialect being spoken : Filipino / English

**EDUCATIONAL BACKGROUND:**

Polytechnic University of the Philippines

**BSBA major in HUMAN RESOURCE DEVELOPMENT MANAGEMENT**

2011- 2015

Siniloan National High School- Siniloan, Laguna (S.Y. 2007-2011)

Jesus Friends Integrated School- Famy, Laguna (S.Y. 2000-2007)

**WORK EXPERIENCE:**

**ASIAN APPRAISAL COMPANY, INC.**

* **HR Assistant** (April 2016 – November 2016)
* Responsible for the execution of benefits and compensation of the employees.
* Coordinates with government and non-government agencies regarding employee’s benefits (DOLE, SSS, Philhealth, Pag-Ibig, and Healthcare).
* Prepares report as required by management and government agencies.
* Administers the recruitment, selection and placement programs through the conduct of campus and website recruitment.
* Administers qualifying examination to and/or conducts preliminary interviews of applicants.
* Prepares pre-employment documents.
* Opens bank account for new employees
* Keeps and updates personnel files of employees.
* Provides personnel information on office personnel to Top Management.
* Provides data required for the company’s personnel information system.
* Ensures maintenance of personnel record.
* Schedules annual physical exam (APE) for Healthcare members.
* Prepares and compute OT and Token Report.
* As Telephone Operator/Receptionist - Man the reception area from 11:00 a.m.to 12:00 noon and when the official Telephone Operator or Admin Asst. is not available.
* Performs other assignments that may be given from time to time.

**Corporate Matters:**

* Keeps and maintains AACI corporate files and othe affiliated companies as assigned.
1. Coordinates with the Corporate Secretary regarding documents needed in the fulfillment of appraisal services.
2. Assists Accounting Department – Encodes employees’ salaries for bank deposit
* Provides Account Managers’ required corporate papers for government and private corporations’ accreditation and appraisal bidding.
* Handles any matter that is assigned by the officers of the Company from time to time.
* **HR Admin Assistant** (May 2015 – April 2016)

|  |
| --- |
| * Provides support to executive and managers in variety of settings.
 |
| * Types and distributes correspondences, makes travel arrangement and maintain files.
 |
| * In-charge of purchasing requirements of the company as follows:
 |
| 1. Receives purchase requisitions from other units in the organization;
 |
| 1. Prepares purchase orders in accordance with price, quantity and description specifications;
 |
| 1. Keeps and maintains accurate records of purchases and supplies;
 |
| 1. Canvasses and makes a shortlist of reliable sources of materials, equipment, supplies and other items needed by the company;
 |
| 1. Purchases items ordered from approved suppliers;
 |
| 1. Follows up unfilled orders;
 |
| 1. Operates the storeroom where supplies and materials to be used are kept;
 |
| 1. Checks, receives, stores and issues such office supplies and materials.
 |

|  |
| --- |
| * As Telephone Operator/Receptionist - Man the reception area from 11:00 a.m.to 12:00 noon and when the official Telephone Operator is not available.
 |
| * Checks deliveries and pick-up schedules of messengers/janitor.
 |
| * Performs other HR/AD functions assignments that may be given from time to time.
 |

**IBEX GLOBAL SOLUTIONS INC. (ORTIGAS, PASIG) – OJT**

Assistant Corporate Recruiter

**PAG-IBIG FUND (CUBAO BRANCH) - OJT**

Assistant Personnel –Billing and Collection Department

**SKILLS:**

* Hardworking and fast learner.
* Willing to work under pressure with minimal supervision.
* Knowledgeable in computer operations.
* Has a good interpersonal and communication skill in both oral and written.
* Willing to work extended hours as maybe required by the company.

**ACHIEVEMENTS:**

**Civil Service (Professional) Passer**

May 3, 2015

Quezon City

**HREliteAwards2015 – SILVER Medalist**

March 18, 2015

Polytechnic University of the Philippines

**Graduating Scholar (Dean’s List)**

Second Semester (S.Y 2014 – 2015)

Polytechnic University of the Philippines

**Outstanding Junior Academic Excellence Award - BRONZE Medalist**

February 19, 2014

Polytechnic University of the Philippines