**Hazel**

**Hazel.333625@2freemail.com**

**OBJECTIVE**

 To pursue a demanding role in a progressive organization where in my skills and potentials are being utilized to the maximum; alongside with focusing on cultivating further my talents and skills to contribute to the growth of the company.

**PERSONAL INFORMATION**

Age : 24 years old

Date of Birth : August 01, 1992

Place of Birth : Lucena City, Philippines

Citizenship : Filipino

Religion : Roman Catholic

Civil Status : Single

Weight : 50 kilograms

Height : 4’9”

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Psychology 2011 - 2015

*Laguna State Polytechnic University*

*Sta. Cruz Main Campus*

*Our Lady of Lourdes Academy* 2005 - 2009

Secondary Education

Tagkawayan, Quezon

*Tagkawayan Central Elementary School*  1999 - 2005

Primary Education

Tagkawayan, Quezon

**SKILLS**

* Proficient in Business 1C Enterprise, IBM Lotus, Microsoft Office
* Hardworking and highly responsible, keen to details
* Good in oral and written (English and Filipino language)
* Ability to work independently or as part of a team
* Knowledge in Psychological Testing (BGVMT, WAIS and others)

**EMPLOYMENT HISTORY**

**Accounting Assistant (November 14, 2016 – January 15, 2017 only / Part time job)**

Mirawell General Trading Co. LLC

Light Commercial Tower 220, Arjan, Dubai, UAE

Responsibilities:

* Prepares financial reports by collecting, analyzing, and summarizing account information;
* Update accounts receivable and issue invoices;
* Update accounts payable and perform reconciliations;
* Assist in the processing of balance sheets income statements and other financial statements according to legal and company accounting and financial guidelines;
* Responsible for daily entry to general ledger to record un-posted transactions, recurring or accrual entries, or correct account balances.

**HR Generalist (June 01, 2015 – June 24, 2016)**

ABS-CBN Broadcasting Corporation

Mother Ignacia St. Quezon City, Philippines

Responsibilities:

* Work with IJM Operations Head in implementing initiatives that will ensure consistent delivery of quality HR services for IJM employees;
* Assists the IJM Operations Head in monitoring and ensuring compliance to company related HR services, policies and procedures across accounts;
* Conducts pre-interview, employment examination and screening of potential applicants;
* Prepares payroll and timekeeping documents of IJM employees.

**Local Store Marketing Representative / Service Crew (July 2012 – September 2013)**

McDonald’s Philippines

Sta. Cruz Laguna, Philippines

Responsibilities:

* Provides quality service to customers;
* Handled contracts and hosted various events, organized and held different activities such as store tour, fun day, kiddie crew program, birthday parties;
* Secure and maintain that the promotions and new products of the restaurant are known by my fellow crews.

**PRE-PROFESSIONAL EXPERIENCE**

**Human Resources Department – Student Intern (January 2015-March 2015)**

SL AGRITECH Corporation

Sta. Cruz Laguna, Philippines

Responsibilities:

* Assist in the recruitment and selection of people (internally and externally) for various positions using psychological methods such as testing and interview;
* Organized 201 files, was also exposed to employees’ payroll system.

**Psychological Department –Student Intern (April 2014 – May 2014)**

National Center for Mental Health

Mandaluyong City, Philippines

Responsibilities:

* Gave various psychological test an performed therapeutic activities to patients;
* Conducts one on one interview and accomplished Psychiatric Evaluation for each patient.

**SEMINARS ATTENDED**

**“Pre-departure Seminar towards the Working World: It’s Opportunities, Challenges and Constructive Adaptation”**

September 4, 2014

Sta. Cruz, Laguna

**“Innovative Seminar for the Future Psychology Practitioner: Conducting Interview, Recruitment and Employee Selection: Techniques and Methods for the Future Psychology Practitioner in Industrial Setting”**

September 13, 2013

Sta. Cruz Laguna

**“Rediscovering Values: Directness of One’s Mind to Achieve Moral Recovery”**

December 11, 2012

Sta. Cruz Laguna

**CHARACTER REFERRENCE**

Available upon request.

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

