**Shanaz**

UAE

CONTACT:

E-MAIL: **Shanaz.334016@2freemail.com**

BIRTHDATE: Dec 3, 1991

**QUALIFICATION SUMMARY**

 Extremely passionate and has good communication and interpersonal skills. Highly ethical and trustworthy, resourceful in completing projects, and able to multi-task effectively. Other capabilities include:

* Basic computer operations
* Word processing and typing
* Test administration and interpretation
* Can handle work under pressure

**PERSONAL INFORMATION**

Age: 25

Nationality: Filipino

Marital Status: Single

Religion: Catholic

Height: 5’4’’

Weight: 60 Kg

Language/Dialect Spoken: English and Tagalog

**EDUCATIONAL BACKGROUND**

**2008-2014 Bachelor of Science in Psychology**

 Far Eastern University

 Sampaloc, Manila

**2004-2008 Immaculate Conception Academy of Manila**

Gagalangin Tondo, Manila

**1998-2004 Immaculate Conception Academy of Manila**

Gagalangin Tondo, Manila

**TRAINING PROGRAMS (OJT)**

**Company Name : MOTIF LIMITED OUTSOURCING**

**Position Title : RECRUITMENT ASSOCIATE**

**Duration : 200 HOURS**

**JOB DESCRIPTION**

* Calling and Scheduling of candidates for interview.
* Responsible for execution of end-to-end recruitment process.
* Performs other tasks that supervisor assign (e.g. call-outs and invites)
* Maintains human resources records by maintaining applications, resumés, and applicant logs.
* Verifies candidates’ background by contacting references.
* Satisfying the head count needed by the company.
* Profiles candidates based on qualifications.

**WORK EXPERIENCE**

**Company Name : CONVERGYS MALAYSIA- PHILIPPINE BRANCH**

**Position Title : CORPORATE ADMINISTRATIVE ASSISTANT**

**Duration : JULY 2014- FEB 2016**

**JOB DESCRIPTION**

* Plans, design and implements activities and programs that will drive employees commitment and energy that they bring to work which is relative to employees involvement and dedication to organization.
* Responsible for providing administrative and clerical services in order to ensure effective and efficient operations.

 • Responsible in placing PR request (such as; Janitorial supplies, office & pantry supplies, room accommodations, transportations, incentives request, food request) thru PeopleSoft and Expense Management System (EMS) demand from the operations account.

* Supplies inventory every month and procurement for supplies that are being requested from the accounts.
* Providing quotations for the accounts/employees/clients inquiry such as: office supplies/furniture, transportations (for travel plan), hotel accommodations, quotations for food, starter kits.
* Assist stranded employees on the time of calamity.
* Organize and plan events e.g., Christmas Party, Sports fest, Quarterly Awarding, Team building and other company events.
* Attended the seminar/training for the new procurement system of CVG SEA such as PeopleSoft and EMS. Using the two systems for the procurement that we need in our site. We’re using EMS & PeopleSoft to procure office supplies, food order request, transportation, need for events, starter kits, transportation, eLOA for hotel accommodation of clients, etc.
* Attended Intermediate Excel assessment/training.
* Attended Red Cross First Aid training.

**Company Name : CONVERGYS MALAYSIA- PHILIPPINE BRANCH**

**Position Title : RECRUITMENT SPECIALIST**

**Duration : FEB 2016- DEC 2016**

**JOB DESCRIPTION**

* Conducts interviews of applicants and designates operations people to conduct preliminary interview of applicants as part of the screening procedure to ensure getting the right people for the right jobs
* Accountable for interviewing/endorsing quality candidates for Agent positions both in onsite (Recruitment hubs/centers) and offsite activities (job fair/job caravans)
* Ensure that candidates are treated professionally during the recruitment process
* Ensures compliance in executing processes within the company with Workday (database) encoding
* Ensures completion of program specific assessments amongst qualified candidates endorsed
* Responsible for doing callouts to recent Hires in order to check compliance with pre-employment requirements and get confirmation on training attendance
* Attend calibration with Hiring Managers and department Supervisor to align staffing qualifications that meets account’s needs
* Ensure individual performance delivery in terms of all critical metrics: Productivity, Hires Start Rate, Hires Graduation Rate and New Hire Retention