

**CV No 2009076**

**BINKY**

Tourist Visa Validity: First week of April

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**SUMMARY OF SKILLS/QUALIFICATIONS**

* Four (4) years in Human Resource
* More than 10 years in administrative/clerical work
* Seven (7) years in content writing
* Seven (7) years supervisory experience, team management
* Recruitment officer in a mining company
* Ability to lead and supervise a team
* Experience in hiring, talent acquisition, interviews, pre-screening
* Familiar with HRIS personnel database
* People skills and customer service
* Computer literate, Self motivated, determined and less supervision needed
* Good written and verbal communication skills

**DEGREE :** **Bachelor of Science in Psychology** (Red Ribbon document)

**EMPLOYMENT HISTORY**

**Recruitment Officer (Mar 2013 – Dec 2016) – 3 years**

* Conduct interviews, pre-screening and entrance examinations
* Process employment papers
  + Assist on boarding of hired applicants
  + Coordinate with other departments relative to hiring concerns
  + Supervise and monitor the performance of direct reports
  + Maintain and monitor leave benefits
  + Cater to various walk-in employee HR concerns

**HR Clerk/Administrative Assistant (Sep 2001 - Sep 2002) – 1 year**

**Globe Telecommunications**

* Assist HR manager during trainings
* Facilitate accommodation of resource speaker
* Maintain 201 files; safekeeping
* Assist in recruitment process
* Handling other administrative works from time to time

**Content Writer (Aug 2012 – Jan 2013) – 5 mos**

**Smart Traffic Inc. (BPO Company)**

* Write articles to promote client website
* Edit/grammar check articles (quality assurance)

**Content Writer (Apr 2011 – Jun 2012) – 1 year & 2 mos**

**STS Designs (Software Programming)**

* Maintain company official website
* SEO article writing for web site promotion
* Coordinate with various establishments/clients for site promotion

**Team Manager (Jul 2006 - Apr 2011) – 4 years & 9 mos**

**Innodata Knowledge Services Inc**.

* Lead and supervise team
* Ensure timely submission of deliverables to BPO clients
* Monitor team output/production to achieve daily targets
* Maintain coordination with other departments relative to production

**Indexer-Abstractor/Editor (Jul 2004 - Apr 2006) – 2 years**

**Innodata Knowledge Services Inc.**

* Inspect written content or article for grammatical errors and correct article analysis.
* Make sure that the indexed terms are correct and representative of the article, and conforming to client’s guidelines
* provide abstracts or summaries of various source materials according to client specifications

**Customer Service Representative/Administrative Assistant (Sep 2002 – Feb 2003) – 5 mos**

**Smart Communications**

* Assist subscribers in processing phone subscriptions
* Background checking of applicants

**SEMINARS ATTENDED**

* Fraud Detection Seminar - 2016
* Trainer’s Training – 2015
* People Management Regional Conference - 2015
* The Essentials of HR and Labor Law – 2014
* Unleash the Highest Potential Seminar - 2014
* Basic Leadership Course – 2007

**WORK AWARD/RECOGNITION**

Awarded twice as Best Team Manager – 2009 & 2010 (Innodata Knowledge Services Inc)

**EDUCATIONAL ATTAINMENT**

***BACHELOR OF SCIENCE IN PSYCHOLOGY***

University of San Carlos, Philippines

Graduated March 2001

***CERTIFICATE OF COMPLETION – COMPUTER LITERACY***

University of Cebu, Philippines

Completed May 2000

**PERSONAL INFORMATION**

Birthdate : May 30, 1977

Birthplace : Toledo City Cebu, Philippines

Nationality : Filipino

Height : 5’4”

Weight : 108 lbs

Sex : Female

Civil Status : Single

Religion : Roman Catholic

Languages Spoken : English and Filipino Dialect

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| **BINKY A. CANAYA – CV No 2009076**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |