**JOHN**

**JOHN**.336976@2freemail.com

**EXECUTIVE SUMMARY**

A standard driven and detail-oriented professional with a degree in Human Resources Development Management. Gained significant knowledge in managing entire range of HR functions while studying – Human Resource Planning, Talent Acquisition, Employee Service Conditions, Recruitment, Interviewing and on boarding**.** Respected and seen as a technically astute, visionary thinker, and proponent of empowerment and accountability. An effective communicator with exceptional analytical, technical and negotiation skills.

**KNOWLEDGE PURVIEW**

* MODULES STUDIED
	+ Strategic management- Involves the formulation and implementation of the major goals and initiatives taken by a company's top management on behalf of owners, based on consideration of resources and an assessment of the internal and external environments in which the organization competes.
	+ Human Behavior- How people behave in workplace.
	+ Micro Economics- The part of economics concerned with single factors and the effects of individual decisions.
	+ Macro Economics- Dealing with the performance, structure, behavior, and decision-making of an economy as a whole rather than individual markets. This includes national, regional, and global economies.
	+ Recruitment- Action of recruiting people to the Company.
	+ Organizational Development-  Field of research, theory, and practice dedicated to expanding the knowledge and effectiveness of people to accomplish more successful organizational change and performance.
	+ Labor Laws – Philippines- Rights of laborer.
	+ Accounting- Basic accounting, fundamentals of accounting, financial accounting, partnership and Corporation.

**EXPERIENCE**

**Intercontinental Hotel, Dubai Festival City, Dubai, UAE Since Feb’15**

**Laundry Attendant (House Keeping Department)**

**Responsibilities**

* Issuing the uniforms and linen to staff as per the systems and the procedures laid down by the hotel management.
* Managing the inventory and control movement of solid, damaged and fresh linen and uniforms.
* Taking care of the linen for meeting the needs of the hotel and ensuring that they meet the quality standards of the hotel.
* Handling guest laundry & phone calls and filing the documents needed by the department.

**Intercontinental Hotel, Dubai Festival City, Dubai, UAE Mar’16**

**Front Office Department**

**Achievements**

* Undertook 30 hours of cross department training in Front Office of the hotel.

**Responsibilities**

* Met and greeted the guests along with handling the check in/ checkout.
* Checked the rooms for departures and used back office computer systems and city ledgers.

**INTERNSHIP**

**Philippines Airport Office, Clark Free Port Angeles, Pampanga, Philippines Apr’13 – Jun’13**

**Intern**

**Responsibilities**

* Assisted the Vice President in the day-to-day running of the office.
* Answered and directed the telephone calls and scheduled the Vice Presidents meetings.
* Greeted clients and coordinated for the sending and receiving of documents from all airport departments.

**EDUCATION**

**B.Sc. (Business Administration) (Human Resources Development Management); 2014**

Angeles University Foundation, Angeles City, Philippines

**ACADEMIC HIGHLIGHTS**

* Undertook responsibility as a part of the cheerleading team of the University and handled a team of 45 members.
* Worked as the member of various organizations such as People Management Junior Society from June 2013 to June 2014 and Junior People Manager’s Association of the Philippines during June 2011 to June 2013.

**SEMINARS ATTENDED**

* Central Luzon Business Expo at Paskuhan Village, Pampanga on September 26, 2013.
* The Fascinating World People Management, Industry Perspective on Human Resource Management at Angeles University Foundation-Professional School, Angeles City on January 22, 2013.
* Career Opportunities Seminar at Angeles University Foundation-Professional School, Angeles City on December 9, 2011.

**TECHNICAL SKILLS**

MS Word, MS Excel and MS PowerPoint

**Personal Details:** **Date of Birth:** 11th April 1992 | **Languages Known:** Tagalog and English