**Ma.**

**Ma.338637@2freemail.com**

**CAREER OBJECTIVE**

To obtain a career position with a well-established firm that offers opportunity for advancement.

**SKILLS**

* Ability to communicate effectively and coordinate work with other staff members in day to day activities
* Goal oriented, ready to take initiatives and responsible for other duties assigned
* Knowledgeable of basic operating systems like Microsoft Excel, Word, PowerPoint and SAP
* Possesses knowledge of administering psychological tests and assessment
* Fast learner and patient in accomplishing challenging tasks
* Willing to undergo intensive training
* Trustworthy, can safe keep confidential files

**PROFESSIONAL EXPERIENCE**

**Billing Coordinator**

**September 07, 2015 – December 12, 2016**

**B&M Global Services Manila**

**Taguig City, Philippines**

* Prepare invoices in accordance with Firm billing policies and guidelines. This includes processing billing adjustments, bill narrative editing, and generating pre-bill, draft and final copy of invoices using the SAP software.
* Ensure that invoices prepared reflect a very high quality of output; presentable in a format that is appropriate to be received by the clients of Baker & McKenzie.
* Maintain and update client billing information, instructions and requirements necessary in processing invoices.
* Liaise with the Billing Administrators, Secretaries and Partners (where appropriate) of Baker & McKenzie offices, with regard to billing instructions and requirements.

**HR Assistant**

**September 16, 2013 – September 4, 2015**

**Mother Spice Food Corporation**

**Quezon City, Philippines**

* Recruitment (end to end process)
* Monitors and implement company rules and regulations.
* Updates 201 files and contracts of over 300 employees.
* Directly reports to the HR Director with regard to HR concerns.
* Visits stores for employee performance monitoring.
* Handles Compensation and Benefits.
* Does Notice to Explain and Dismissal Memo, etc.
* Coordinating with the Operations Manager for the Manpower concerns.
* Scheduling/Facilitating the Revalida of the candidates for Regularization.

**HR Assistant**

**August 15, 2012 – May 15, 2013**

**Saint Malo Global Restaurant Group, Inc.**

**Makati City, Philippines**

* Interviews applicants from Rank and File to Key Positions.
* Monitors and implement company rules and regulations.
* Updates 201 files and contracts of over 300 employees.
* Directly reports to the general manager with regards to HR concerns.
* Prepares labor costs per store.
* Does payroll for different stores.
* Assesses applications of on-the job-training students.
* Visits stores for employee performance monitoring.
* Compensation and Benefits expertise.

**ON-THE –JOB TRAINING**

Completed *100 hours On-the-Job-Training in clinical setting under Ms. Thea Marie Sule-Goboleo of Cavite Center for mental Health, Trece Martires City*

Job Description:

* Assisted Program Officer during special activities
* Administered Psychological Tests and assessments
* Made Psychological Reports and Case Studies
* Handled the patients properly

Completed 100 hours On-the-Job-Training in industrial setting at Seamen’s Hospital Intramuros, Manila from *April 20-May 14,2010*

Job Description:

* Handled 201 files of the employees
* Worked on the resume of the applicants seeking for a job
* Checked the telephone numbers of the employees medical certificate
* Called the applicants that passed to the certain criteria

**EDUCATIONAL ATTAINMENT**

**Tertiary**

Lyceum of the Philippines University

Bachelor of Science in Psychology

Intramuros, Manila, Philippines

2007 – 2012

**PERSONAL INFORMATION**

* Age - 26 years old
* Birth Date - September 26, 1990
* Civil Status - Single
* Gender - Female
* Height - 5’3”
* Weight - 110 lbs.
* Religion - Roman Catholic
* Citizenship - Filipino

I hereby certify that the above information is true and correct.