***HR /AdministrativeOfficerAssistant***

**PROFESSIONAL PROFILE**

**An** enthusiastic,aspiringprofenergeticssionalwithand overhard3workingyearsof experienceprofessionalinwithPersonnelacademicand backgroundAdministrativeHumanjob.SelfResource-drivenwith Managechiev**m**ent ofandincreasinghands-onr**e**venuexperience inthroughorganizationaltargetsalesadministration,marketing recruitment,strategies.Havingbasic abilityaccounting,toadaptaswelland asrespondsalesandtochangingmarketingwork.

environment to contribute to the

overallAbleto effectprioritizedvenessandof organizedthecompany’sbusy **work**lf**o**adsrce .and profits.

Superior**KEYSKILLS**customer service and computer skills with proficiency in POS•Abilitysystem,toprioritizeMSWord,andExcel,organized PowerPoint,busyworkloaan**d** sOutlook.

• Team spirit Right•Highnow,senseshe’sofinitiativelooking for a suitable position•Detail orw**i**thentedanexciting company

thatProficientrewardsinhardMicrosoftwork andofficoffers(MS the

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| opp**o**rtunity of a progressive career. | |  |
| W d, Excel, PowerPoint, Outlook) | |  |
| **PERSONAL DETAILS** | |  |
| **Date of Birth:** | November 28, 1990 |  |
| November |  |
| Place of Birth: | Cavite City |  |
| Age: | 28, 1990 |  |
| 26 |  |
| Place of Birth: Cavite City | |  |
| Sex: | Female |  |
| Age: | 26 |  |
| Civil Status: | Single |  |
| Sex: | Female |  |
| tizenship | Filipino |  |
| **Ci**vil Status: | Single |  |
| Height:Citzenship: | 5’2 |  |
| Filipino |  |
| Weight: | 120 lbs. |  |
| Height: | 5’2 |  |
| Language: | English & Filipino |  |
| Weight: | 120 lbs. |  |
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Contact HR Consultant for CV No: 339397

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**WORK EXPERIENCE**



**Al Qannas Hunting Equipment LLC** (June 2014- Present)

***Administrative Assistant***

Al Garhoud, Deira, Dubai- UAE

*Human Resource*

Arranging advertisement or posting job vacancies and notifies eligible workers of position availability



Scheduling job interviews and arranging meetings with the Director



Orienting company policies, benefits and procedures to employees or job applicants Arranging employee’s work schedule and vacation leave

Training and monitoring employee’s work

Making travel arrangements and hotel reservations for the Director



Preparing Memo, NOC, Contracts, Salary certificates and other necessary documents



Filling in the department is handled professionally, systematically and is clearly labelled



*Accounting*

Preparing sales and expense report on daily, weekly, monthly and yearly basis Following up outstanding payments from corporate accounts



Preparing invoices, payment voucher; and handling petty cash Preparing payment to supplier through Telegraphic Transfer Preparing cheques for release

Depositing cash/cheques to company account

Planning and budgeting to anticipate supplies to assure their availability

Monitoring account performance and implementing new strategies to maximize profitability



Maintaining the security and confidentiality of accounts records



*Sales / Marketing*

Maintaining knowledge of all items and pricing for cross selling as well as the competitor products

Negotiating corporate agreements with and on behalf of the clients Creating a marketing and new business relationships



Developing and maintaining an effective and profitable relationship with internal and external customers



Answering and handling customer inquiry and complaint Handling defective items to be send to supplier for repair



Tracking shipment to ensure packages will be delivered in a timely manner Establishing effective business contacts



**Sta. Lucia East Commercial Corporation** (April 2013 – April 2014)

***HR/ Personnel Assistant***

Cainta, Rizal, Philippines

Posting advertisements and job vacancy notices



Conducting initial screening, interview and examination to applicants Orienting new hire employees about company rules

Preparing monthly salary for employees

Handling all documentation, updating job description and employees file, Personnel administration tasks and duties



**EDUCATION**



|  |  |  |  |
| --- | --- | --- | --- |
| **Bachelor of Science in Business Management** | | 2009 – 2013 | |
| **Major in Human Resource Management** |  |  |  |
| Cavite State University |  |  |  |
| Indang, Cavite, Philippines |  |  |  |
|  | | |  |
| **TRAININGS ATTENDED** | | |  |
| **Arabic Writing/ Speaking –Basic** |  | March 11- April 15, 2016 (6 Fridays) | |
| Filipino Institute |  |  |  |
| SitePower Training Center, Al Qusais, Dubai, UAE | |  |  |
| **English Proficiency** | October 15, 2013- January 15, 2014 (70 hours) | | |
| Dasmariñas National High School - Main |  |  |  |
| Dasmariñas City, Cavite, Philippines |  |  |  |

