

Contact HR Consultant for CV No: 340210

E-mail: response@gulfjobseekers.com

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| **Profile** | Strong orientation in Banking, Finance, Human Resources and Marketing services. |

**Experience**

**BDO Unibank, Inc.**

(Bauan, Batangas, Philippines : January 2015 – February 2017)

**Bank Teller** (Client Service Associate)

* Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; selling cashier's checks, manager’s check, and series bonds; answering questions in person or on telephone; referring to other bank services.
* Cross-sells bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.

**Stewards Manpower Supply and Services Agency**

**De La Salle University, Lipa**

(Lipa City, Batangas, Philippines: October 2014 – December 2014)

**HR Personnel**

* Assist with day to day operations of the HR functions and duties.
* Provide clerical and administrative support to Human Resources executives.
* Compile and update employee records (hard and soft copies).
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).

**Continental Temic Electronics (Phils.), Inc.**

**(Project-based)**

(Calamba, Laguna, Philippines : June 2014 – September 2014)

**HR Recruitment Secretary**

* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.

**Philippine National Bank**

(Batangas City, Philippines : November 2013 – March 2014)

**On-The-Job Trainee**

* Identifying training and development needs within the organization through job analysis, appraisal schemes and regular consultation with supervisor and bank personnel

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| **Education BS in Business Administration major** **in Business Economics** from Batangas State University  ***Achievements:*** *University Scholar* ***Relevant Courses***: Finance and Banking · The Financial System · Wages and the Labor Market · Economics (Macro and Micro) · Marketing · Strategic Planning · Human Resources  ***Seminars Attended***: Young Economists’ Convention 2013 (De La Salle University) · 2nd International Business Conference 2013 (Ateneo de Manila University) · NSInc : 2012 (Ateneo de Manila University) · Micro and Small Entrepreneurs Summit 2012 (OCVAS Conference Center) · 13th AME Regional Marketing Management Education Convention 2010 (Batangas State University) | *2010 - 2014* |

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| **Key Skills** |
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* Quick learner, keen to learn and improve skills
* Written and verbal communication skills
* Strong customer service skills
* Ability to work well under pressure
* Able to take on responsibility
* Computer skills including experience in Microsoft Office