

**AGNES**

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**Objective:**

* To obtain a position where I can apply and enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment.

**Skills and Qualifications:**

* Proficient in MS Word, PowerPoint and Excel.
* Ability to speak English language fluently.
* Ability to handle work pressures, to work in diverse teams and to communicate well with others.
* Administrativesupport, strong interpersonal skillsanddetail-oriented

**Work Experience/s:**

* **HR Supervisor**

Fastrust Services Inc.

June 1, 2015 up to August 1, 2016

**Task and Responsibilities:**

* Monitor manpower endorsements / deployment needed by the client made by the HR recruitment officer and other tasks performed in HR department.
* Coordinator between Fastrust clients’ Managers / Supervisors and Fastrust Management for HR matters and some operational concerns.
* Attends Labor Cases for conciliation at NLRC and DOLE Offices.
* Seekingand marketing prospective clientsfortheexpansionofthe business
* **Administrative Assistant**

Fastrust Services Inc.

January 26, 2014 up to May 31, 2015

**Task and Responsibilities:**

* Responsible in interviewing applicants.
* Responsible in manpower endorsement / deployment needed by the Clients (2GO, LBC, WWW, Fastcargo, Ace Logistics, Sarsa, Zalora and PentaCapital)
* Investigating claims filed by clients.
* Responsible in making reports needed by the Clients.
* Secretary in Board Meeting of Fastrust Services Inc.
* Responsible in preparing the MIAA ID pass of employees deployed in Airport.
* Answeringphonecallsand emailsofclientsanddeployed employees
* Filingdocumentsand 201 Files
* **Receptionist**

2go Express Inc.

April 25, 2013 to December 30, 2013

**Task and Responsibilities:**

* + - Managedreceptionistarea, includinggreetingthevisitorsandrespondingtotelephoneandinpersonrequestfor information.
    - Servedascentralpointofcontactforalloutsidevendorsneedingtogainaccesstothe building.
    - Dispersedincomingmailtocorrectrecipientsthroughoutthe office.
    - Madecopies, sentfaxesandhandlealloutgoing correspondence.

**Educational Background:**

Tertiary Level: **Central Luzon State University**

Bachelor of Science in Business Administration major in Human Resource Development Management

April 11, 2013

**Character Reference:**

Furnish upon request.

I hereby certify that all information stated above are true and correct.

**AGNES**