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**MANALO**

[Manalo.347421@2freemail.com](mailto:Manalo.347421@2freemail.com)

CAREER OBJECTIVE

To be able to apply and enhance my knowledge and skills by working in an environment that offers personal and professional growth opportunities.

WORK EXPERIENCE

**“Newton Electrical Equipment Co., Inc.”**

#38 Oliveros Compound, F. Bautista St. Barangay Ugong Valenzuela City

HRAD Assistant

February 20, 2015 – Present

Job Description:

* Receiving, and Consolidating Labor Voucher, Onsite labor Voucher
* Encoding of Shop voucher and labor voucher to NIS (Newton Inventory System)
* Balancing of payroll sheet in NIS for Accounting
* Biometric – Registration, Downloading, reporting maintenance,
* Safe keeping and Releasing of Newton’s different form booklets
* Safe keeping of HR logbook’s and document controller
* Assigned and monitor Employee number
* Creation and Releasing of ID to employee
* Releasing of Pay slip [monthly and weekly] and releasing of Cash to extra employees
* Daily Monitoring of Attendance
* Received and coordinate Payroll Complained
* Received and Released ATM card to employee
* Receiving and transmitting of Letters and other documents
* Monitoring of Leave availment
* Released SSS and Pag-ibig forms
* Complete all requirements for ATM application of new employee
* Recruitment (Rank and File Employee)
* Reports
* Man-hour report
* Non-overhead and Overhead Report [Summary of attendance]
* MCR Report
* Weekly and Monthly DTR Report [Payroll Report]
* Overhead Report
* Daily task Report
* Summarized Manager’s and Consultant’s Attendance for payroll processing

EDUCATIONAL BACKGROUND

**Bachelor/ College Degree**

Course & Major : Bachelor of Science in Psychology

Institute/ University : University of Caloocan City

Address : Tulip St., Area C Camarin Caloocan City

Conclusive Dates : 2010-2014

**Secondary**

Institute/ University : Benigno Aquino Jr. High School

Address : Phase 1, Package 4, Bagong Silang, Caloocan City

Conclusive Dates : 2006-2010

**Elementary**

Institute/ University : Bagong Silang Elementary School

Address : Bagong Silang Caloocan City

Conclusive Dates : 2000-2006

SEMINARS ATTENDED

*“Preparation in Civil Service Examination”*

University of Caloocan City, Camarin Campus

February 1, 2014

*“Business Ethics in a Multicultural Corporate Environment”*

Church of Jesus Christ of Latter-day Saints, Zabarte Rd. Caloocan City

February 12, 2013

*“Kwalitatibong Pananaliksik sa Publikasyong Internasyonal: Kalikasan, Pamantayan, Metodo, at Lapit”*

Barangay Hall, Phase 1 BagongSilang, Caloocan City

September 8, 2013

*“Problem Solving and Decision Making Seminar”*

University of Caloocan City, Camarin Campus

October 12, 2012

*“Is It a Depression or Just Sadness?”*

Philippine Mental Health Association, 18 East Avenue, Quezon City

October 11, 2012

*“Sikolohiyang Filipino: “Tugon sa Hamon ng Panahon”*

Jade Valley Restaurant, Timog, Quezon City

March 16, 2012

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**TRAINING EXPERIENCES**

**“Sheridan Marketing Incorporation”**

# 74 De Jesus St., San Antonio SFDM, Quezon City

On-the-Job Training

February 26 – March 14, 2014

**“Psychosocial Response Training”**

Falcon Crest, Norzagaray, Bulacan

February 3 – 4, 2014

**“University of Caloocan City - Guidance Office”**

Tulip St. Area C, Camarin, Caloocan City

On-the-Job Training

September – October 2013

**“ABC Development Corporation (TV5)”**

762 Quirino Highway, Novaliches, Quezon City

On-the-Job Training

July 29 – September 10, 2013

**“Jose R. Reyes Memorial Medical Center”**

Rizal Ave., Manila, Philippines

On-the-Job Training

May 8 – July 5, 2013

**EVENTS ORGANIZED**

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*“Young United Through Humanity Program”*

Barangay 188, Zone 16, Phase 12 Tala Caloocan City

February 20, 2014

*“Problem Solving and Decision-Making Seminar”*

University of Caloocan City

October 12, 2012

PERSONAL PARTICULARS

Age : 22 years old

Nationality : Filipino

Sex : Female

Civil Status : Single

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CHARACTER REFERENCES

Ms. Joan Gevero

HR Generalist

Actionlabs IT Services Phils. Corp

09957435870

Mr. John Ross Ferrer

Warehouse Supervisor

Newton Electrical Equipment Co. Inc

09055501226

Mr. Jerry Mar Lucena

Technical Engineer

Cygnus Industries Inc.

09339156028

*I hereby certify that the foregoing statements are true and correct to the best of my knowledge and ability.*

**MANALO**

Applicant