****

**BEVERLY**

**BEVERLY.349703@2freemail.com**

***OBJECTIVE***

To be part of an aspiring company where I can use and utilize my knowledge and talent.

 ***KEY SKILLS AND COMPETENCIES***

* Ability to deal with varieties of people.
* Ability to produce consistently accurate work even while under pressure.
* Can work under minimal supervision and flexible at all times
* Ability to multi task and manage conflicting demands.
* Ability to maintain confidentiality.
* Experience & knowledge of Microsoft Office, PowerPoint, Excel, Outlook.

***EDUCATIONAL BACKGROUND:***

**Bachelor of Science in Psychology**

Batangas State University – JPLPC Malvar Campus

April 2014

***WORK EXPERIENCES***

***Receptionist cum Admin staff at Shah & Alshamali Associates Chartered Accountants (Dubai)***

***August 2015 – present***

* Time Keeper (checking of staff’s daily attendance)
* Assists incoming/outgoing calls.
* Prepares invoices.
* Prepares cheque and receipts.
* Aligns financial statements.
* Supports in hiring and recruitment process.
* Updates company records.
* Responsible for all admin works.
* Extends assistance to the Company Partner and Owner.
* Assists clients (serves tea/coffee if required).
* Helps in conducting company events.
* Orients newly hired staff.
* Trains and handles office boy in terms of housekeeping.
* Assists and coordinates interview of new applicants.
* Receives and declares cheques on Account Department
* Prepares discount, write off and cancellation of invoices for accounts department.
* Prepares documents needed during conference meeting.
* Monitors office supplies.

 ***Human Resource Staff at St. Frances Cabrini Medical Center (Philippines)***

 ***October 2014 – July 2015***

* Responsible in recruitment and hiring of employees.
* Coordinates panel interview of applicants with concerned Department Head and HR Manager.
* Time Keeper (checking of schedules and attendance of employees).
* Having Orientation for new hired employees.
* Sorts and Updates company documents.
* Extends assistance to Human Resource Head from time to time.
* Releases HR related forms. (Leave Forms, Over Time Slip)
* Makes the following reports: (DOLE , Personnel Strength ,Employees Master list)
* Prepares employees evaluation for employment status purposes.
* Prepares contracts for the evaluated employees.
* Prepares the list and pictures of employees for the Identification card.
* Prepares employment certification for employees.
* Prepares clearance for the resigned employees.
* Distribute memos if necessary.

***Camp Teacher at Blossom Tree Inc. (Philippines)***

***July - August 2014***

* Teaches English as second language to Korean children.
* Makes daily and weekly reports.
* Filing progress reports.
* Checks essays and grammatical errors of the students.
* Conducts activities that might improve the communication skills of the students in terms of speaking English language.

***ON THE JOB TRAINING EXPERIENCE***

***City Social Welfare and Development (Tanauan City)***

* Interviewing clients to know basic information.
* Handling incoming / outgoing calls, and correspondence.
* Sorting files to update records.
* Assisting incoming clients.
* Communicate with clients, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.

***Sunrise Hill Therapeutic Community***

***(Quezon City Manila)***

* Assisting mentally disturbed patients.
* Administering personality test.
* Administering projective test.
* Providing different kinds of activities or therapy for patient.
* Interviewing clients.

***PERSONAL PROFILE***

**Gender:** Female

**Date of Birth**: February 6,1994

**Height:**  5’3

**Civil Status:** Single

**Citizenship:**  Filipino

***EXTRACURRICULAR ACTIVITIES:***

Member of Peer Facilitator’s Society

Member of Alliance of Future Psychologists

(Batangas State University – JPLPC Malvar Campus)

***SEMINARS ATTENDED***

Philippine Mental Health Associiation (PMHA) “Sa Espesyalna Bata MaramingMagagawa” The Importance of Multidisciplinary Team Management for children with Special Needs” - Luntian Resort and Restaurant, Brgy. San Sebastian, Lipa City, July 12, 2013

The Career Workshop, LDS Employment Resource Services – San Pablo Stake Center No. 99 A. Mabini Extension, San Pablo City, Laguna, August 21, 2013

Career Workshop, The Church of Jesus Christ the Latter – Saints, Lipa City Batangas, August 26, 2013 (Facilitator)

Gender MainStreaming: Prioritizing Gender Equality, Batangas State University, Gov. Pablo Borbon Campus 1, Batangas City, March 7, 2013

Becoming a Competent and Ethical Practitioner of Psychology, Provincial Gymnasium, TreceMartires City, Cavite, December 7, 2012

Psychological Revolution “Falling into Trance: Beating the Horrors of Mental Illness with Hypnotherapy”, Batangas State University JPLPC Campus, MalvarBatangas, October 9, 2012

Tertiary Peer Facilitators’ Development Training, First Asia Institute of Technology and Humanities, City of Tanauan, Batangas, March 13, 2011

***I hereby certify that the above information is true and correct to the best of my knowledge and belief.***