ALLEN

[Allen.353672@2freemail.com](mailto:Allen.353672@2freemail.com)

**OBJECTIVE**

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my working experience to the fullest.

To acquire a job in a company where I can give my full dedication, skills and qualifications.

**PROFILE**

A highly dynamic, versatile, analytic and result-oriented registered Nurse with Human Resource work experience and Quality (ISO 9001:2008) background.

**SKILLS**

* Registered Nurse
* Highly analytic
* Self-leader, initiative, high level of energy.
* Good interpersonal skills and can demonstrate pragmatic solutions
* Proficient in written and verbal communication
* MS Office savvy

**PERSONAL INFORMATION**

**Date of Birth :** December 14, 1992

**Place of Birth :** San Pablo City, Laguna

**Civil Status :** Single

**Citizenship :** Filipino

**Religion :** Roman Catholic

**EDUCATIONAL BACKGROUND**

2012 Bachelor of Science in Nursing

Laguna College

Paseo de Escudero Street, San Pablo City, Laguna

**TRAINING BACKGROUND**

**Student Nurse:**

**Laguna Provincial Hospital**

Sta. Cruz, Laguna

**Panlalawigan Pagamutan ng Laguna**

San Pablo City, Laguna

**Trainings / Seminars Attended**

* + - HR Learning Session – Department of Labor

Updates, Talent Development Policy

* + - Standard First Aid Training and Basic Life Support
    - ISO 9001:2008 Quality Management System Awareness
    - 5S Workplace
    - Infectious Disease Seminar
    - Job Evaluation Workshop

**EMPLOYMENT HISTORY**

**1. Telemarketer**  **July 2012 – October 2012**

* Bratworks Ventures Marketing Corporation

Job Summary:

- Deliver prepared sales talks

- Reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service

- Maintain records of contacts, accounts, and orders

**3. Receptionist November 2012 – May 2014**

* Ingedata

22F BPSource Inc, Robinsons Cyberscape Beta Bldg. Topaz and Ruby Roads, Brgy San Antonio, Ortigas Center, Pasig City 1605

Job Summary:

-Answers telephone and transfer calls to appropriate individuals

-Take and relay messages

-Maintain all visitors log

-Serving visitors by greeting, welcoming, directing and announcing them appropriately

-Sorting mail and deliveries

-Monitor and maintain office equipment

-Monitor visitor passes and maintain security awareness

-Prepares all necessary documents

-Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

**4. HR Assistant (and concurrent Company Nurse) May 2014 – January 2017**

* NYK Auto Logistics (Philippines) Inc.

Bacnotan Drive, Brgy. Real Calamba City, Laguna

Job Summary:

-Facilitate all basic HR services such as *training administration, benefits (company and government) facilitation and employee relations*

-Validates and review timekeeping reports of co-HR Assistant

-Generates several HR reports such as timekeeping, overtime meal, monthly tardiness and disciplinary actions memo

*I hereby attest that all information indicated herein is true and correct to the best of my knowledge and belief.*

**Allen**