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**VERONICA**

**VERONICA.361327@2freemail.com**

**CAREER OBJECTIVE**

To be part of company that will provide more challenging and rewarding career that could enhance my analytical skills through working experience and allow professional advancement and fulfillment. To find a fulfilling careers based on my skills through experienced.

**WORK EXPERIENCE:**

**September 2016- February 2017, Municipality of San Mateo**

**SECRETARY**

* Typing, preparing and collating reports.
* Filing.
* Maintaining diaries and arranging appointments.
* Answering calls, taking messages and handling correspondence.
* Logging bills and expenses.
* Organizing and servicing meetings.
* managerial duties as day to day operation require, and responsible to take care the
* shop if the manager is not arou

**February 2016-August 2016, Philippine Batteries, Incorporated**

**HR ASSISTANT**

* Assisting and accommodating employees concerns.
* Responsible for answering and transferring phone calls.
* Identification of training needs and organizing training programs
* Filing, Encoding files.
* Organizing company’s events and activities.
* Managing all materials/office supplies.
* Compiling reports which includes summarizing of weekly security reports and employee violations towards the company rules and regulations.
* Issuing employees’ salary certificates, sick leave, and other employee forms.
* Handling employees’ confidential documents.
* Photocopying, printing, and scanning employees’ files and other supporting documents.
* Monitor tracked emails and check couriers.
* Announce appointments and meetings through online communication.
* Updating employee attendance and violations.
* Perform other HR related task.

**June 2015 – December 2015, McDonald’s- San Jose, Nueva Ecija, Philippines**

**CASHIER**

* Counting money in the drawers at the end of the working period.
* Take an order, input it into the computer, receive payment from a customer and give out change as required.
* Giving reports and ensuring accuracy of all transactions.
* Entering the kitchen to collect food that have been prepared and organized either as take-away or on a tray for dine-in customers.
* Verifying register receipts of daily transactions.

**QUALIFICATIONS**

* Ability to work under pressure
* Ability to listen and communicate effectively
* Microsoft Office skills, Powerpoint, and Excel
* People-oriented and Flexible
* Clerical and administrative skills
* HR knowledge
* Self-motivation and ability to take the initiative
* Punctuality and time-keeping

**EDUCATIONAL** Central Luzon State University

**BACKGROUND** Bachelor of Science in Business Administration major in Human

 Resource Development Management

 June 2012 – July 2016