**** **LADY**

**Lady.363592@2freemail.com**

**CAREER OBJECTIVES**

Highly competent professional who can be trusted with even the most confidential projects, with five years Human Resources experience in a recruitment agency, seeking a challenging position in a company that will maximize my skills, personal growth, and career path. A company that will give me an opportunity to learn new skills, allow me to grow as an individual and further hone my current skills.

**KEY SKILLS AND COMPETENCIES**

* Computer Literate (MS Office, Email and Internet Applications)
* Basic Knowledge in Computer Troubleshooting
* Filing, Data archiving and confidential documents handling
* Dynamic and proactive with the ability to multi-task and can perform under minimal supervision
* Strong organizational, administrative and logistical skills with the ability to work in a challenging environment as well as meeting tight deadlines.
* Adapts quickly to various changing environment.
* Strives to improve professionally and personally

**PROFESSIONAL EXPERIENCE**

**UNITED INTERNATIONAL GROUP LLC / UNITED HOSPITALITY LLC (Abu Dhabi, UAE)**

March 2012 – April 2017

**Recruitment/HR Coordinator**

* Managing files and records of all F&B staffs.
* Prepares offer letters for the newly hired employees.
* Arrange all the documents and coordinate with the PR-Manager in processing of new visas application and renewals of the employees, visa stamping and cancellation of visa.
* Arrange and schedules medical examination and processing of Emirates ID of the employees.
* Maintains and updates personnel records/files to ensure record accuracy.
* Ensures all visas, medical insurance and labour contracts of the employees are up to date and arranged timely renewal.
* Monitors passport expiration of employees and remind them for renewal process.
* Prepares offer letters, employment certificates, salary certificate and termination letter.
* Serves as the company representative to the Philippine Embassy for documents legalization of Filipino applicants in the Philippines.

**Receptionist/Office Clerk**

* Welcomes and greet visitors in a professional and friendly manner.
* Answer telephone calls and transfer to the appropriate person.
* Entertain Phone/E-mail inquiries and walk-in clients.
* In-charge in deployment and mobilization of cleaning workers.
* Conduct an orientation for the newly arrived workers about the company rules and policy.
* Deals and interacts with the clients in executing of the agreement.
* Prepares the contract for the clients in hiring of cleaners and monitors the flow of contract renewal.
* Managing files and records of all cleaning workers as well as the client’s files.
* Follow up payments and delinquents of the clients.
* Performs clerical duties such as photocopying, faxing, scanning, mailing and filling.

**AMERICAN DATA EXCHANGE CORPORATION (Las Pinas, Philippines)**

August 2010 – February 2012

**Business Process Associate / Data Analyst**

* Worked in a team environment involving in all phases of the project.
* Researched all the information needed in processing the file or document.
* Keyed-in accurately pertinent information of an order in to the client-supplied application in accordance with the given project specifications.
* Checks accuracy of encoded data by proofreading the output.
* Responsible to finish the quota assigned by the superior for the day.

**STI COLLEGE SOUTHWOODS (Cavite, Philippines)**

July 2009 – April 2010

**Student Assistant to the College Registrar**

* Worked in the Registrar Office and help the Registrar staffs with the daily processes.
* Helps in assisting the student’s request, inquiries and other concerns.
* Coordinates in handling registration, transfer credit, transcripts, certifications and enrollment reports.

**GRANITE SERVICES INTERNATIONAL INC. (Makati, Philippines)**

April 2009 – June 2009

**IT Assistant**

* Helps the IT Head in installing software, upgrading drivers and applications of the employee’s workstation.
* Provide basic technical support to all employees.
* Performs troubleshooting and formatting of laptops.

**EDUCATION**

**Bachelor of Science in Information Technology**

STI College Southwoods

Carmona Cavite, Philippines

April 2010 - graduate

**PERSONAL INFORMATION**

Date of Birth : 18 April 1990

Age : 27 y/o

Place of Birth : Manila, Philippines

Nationality : Filipino

Status : Single

**CHARACTER REFERENCE**

Available upon request.