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**LEN**

**Len.363896@2freemail.com**

**Visa Status:Residence**

**Career Objective:**

 To secure a position in your company where I can utilize my knowledge and skills, strong, organizational and interpersonal experience for career advancement for the benefits of the company and systems improvement.

**Skills:**

**Competencies and Attributes:**

* Convey an inspirational Vision & Strategy
* Contributes to High Performing Teams – may include supervision of auditors on projects to follow sound internal control practices and to manage risks appropriately.
* Acts as a Team Player - Collaborate and supporting colleagues and peers across the organization, while still being able to work independently when needed.
* Result Oriented – meet deadlines on assignments, juggle multiple demands and to work with all types of individual up to and including the CEO.
* Focuses on the customers by understanding the business from the customer’s perspective and keeping in regular contact with customer to understand business priorities and issues.
* Committed to Self-Development.
* Experienced by actual practiced in ISO (9001-14001) auditing by company wise.
* Detailed Oriented, Data analysis and interpretation
* Account Reconciliation
* Advance Excel, Power point Presentation and Program system use ORACLE , ERP , CabMan and Speed.
* Organizational Skills , well practice on keeping the tracking system in file and document in order to maintain the record with easy traceability.

**Work Experience**

**January 20, 2015 – Present**

**Hanco Rent A Car LLC**

**Burjuman , Dubai**

**Human Resources Assistant and Administration**

**HR Assistant Responsibilities:**

Recruitment/New Hire Process

* Participating in recruitment efforts
* Posting job ads and organizing resumes and job applications
* Scheduling job interviews and assisting in interview process
* Collecting employment and tax information
* Ensuring background and reference checks are completed
* Preparing new employee files
* Overseeing the completion of compensation and benefit documentation
* Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
* Conducting benefit enrollment process
* Administering new employment assessments
* Serving as a point person for all new employee questions

Payroll and Benefits Administration

* Processing payroll, which includes ensuring vacation and sick time are tracked in the system
* Answering payroll questions
* Facilitating resolutions to any payroll errors
* Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment

Record Maintenance

* Maintaining current HR files and databases
* Updating and maintaining employee benefits, employment status, and similar records
* Maintaining records related to grievances, performance reviews, and disciplinary actions
* Performing file audits to ensure that all required employee documentation is collected and maintained
* Performing payroll/benefit-related reconciliations
* Performing payroll and benefits audits and recommending any correction action
* Completing termination paperwork and assisting with exist interviews

**Administration Staff Responsibilities**

* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Manage for hotel reservation for those staff or employee need to travel for work purposes.
* Manage for ticket booking for those staff and employee need to travel abroad for work purposes, visa cancellation, finished contract and annual leave.
* Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

**January 27, 2014- January 3, 2015**

**Al BaddadCapital**

**Jebel Ali, FZ**

**HSSE Document Controller/ISO Coordinator (9001, OSHAS 18001-14001)**

**Responsibilities:**

* Responsible in coordinating Internal Audit Planning.
* Executing and reporting on operational, regulatory and compliance related audits/reviews of departmental procedures, non-conformities and required actions.
* To provide advice on internal control to direct management, including responding to questions on risk management techniques.
* Control, maintains and manages all the important documents either a particular project or whole organization and assures that it is easily accessible and stored.
* Maintains and examines related files to release licenses, blueprints, drawings and HSE documents to other department.
* Plans audit, regulatory, compliance or operational reviews.
* Coordinates work with Risk, Legal & Compliance and other control- related activities and with others within Internal Audit.
* Performs audit procedures to verify that controls are operating through testing and interviewing techniques.
* Identifies control gaps and opportunities for improvement.
* Documents the results of audit work in accordance with audit department.
* Assess, evaluate and promote compliance to internal company direct policies.
* Contributes as appropriate in the year end audit with the external auditor.
* Researches new or technical subjects when required to support the audit.
* Provides advice on internal audit control and participates in enhancing internal audit standards and practices within the company.
* Coordinate all activities related to the document control procedure, including technical documents and drawings.
* Input document data into the standard ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follows up of all the site needs.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and client as applicable.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.

**November 16,2012- January 26,2014**

**Amro International**

**Omniyat Building**

**Business Bay**

**Secretary/Receptionist**

**Responsibilities:**

* Perform a wide variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division or program area.
* Prepares and edits a wide range of documents and reports ranging from general correspondence to technical report.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text data to graphics.
* Organizes work by reading and routing correspondence; collecting information; initiating telecommunication.
* Maintains department schedule by maintaining calendars for department personnel; arranging meeting, conferences, teleconferences and travel.
* Prepares branch report in monthly basis for expenses/miscellaneous.
* Secure information by completing data base backups.
* Provides historical reference by utilizing filling and retrieval system.
* Contributes to team effort by accomplishing related results as needed.
* Deliver excellent service at all times.
* Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
* Administer all reservations, cancellations and no shows, in line with company policy.

**Training/Seminar Attended**

OHSEC IOSH (Institution Occupational Safety and Health)

Deira, Dubai UAE. Managing Safely

3 FOLD Education Centre Accident Investigation Root Cause Analysis

Karama, Dubai UAE.

**Educational Attainment**

College : Bachelor of Science in Nursing

 Our Lady of Fatima University

 Manila, Philippines

 2006-2010

Character Reference

Available upon request.