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| rinsa  KATRINA  KATRINA.365875  **QUALIFICATION SUMMARY**  Service  Creative Thinking /  Responsibility  Initiative / Flexibility  Interpersonal  Communication  Time Management  Team Management /  Leadership / Teamwork  Selling / Marketing  Administration, Report  Service  Creative Thinking /  Responsibility  Initiative / Flexibility  Interpersonal  Communication  Time Management  Team Management /  Leadership / Teamwork  Selling / Marketing  Administration, Report***C o m p u t e r S k i l l s***  I am a young and dynamic candidate seeking a career within a well esteemed company. I am used to working under pressure in highly competitive and professional surroundings.  Capabilities include:   * Human resources management * Proficient in the use of computer programs for: word processing, databases, spreadsheets, bookkeeping, email, internet * Administrative processes. * Multi-tasking capabilities. * Extremely fast learner. * Accounting * Witten and verbal communication * Reporting skills   ***Educational Background***  *2011-2015*  **New Era University (Philippines)**  **Bachelor of Science Business in Administration major in Financial Management**  ***Personal Information***  Nationality : Filipino  Date of Birth : Oct. 22, 1994  Civil status : Single  Visa Status: Visit Visa  ***Mission Statement***   * To be part of a company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills. |  | **WORK EXPERIENCE:**  **ALPHANETWORLD CORPORATION**  Admin/HR Staff ( September 2015 – February 2017)  Belvedere Tower  San Miguel Ave., Ortigas Center, Pasig City  **Duties and Responsibilities**   * Recruitment (provides job candidates from jobstreet.com) * Coordinate communication with candidates and schedule interviews * Compiling and update employee records (hard and soft copy) * Assist with day to day operations of the HR functions and duties * Process documentation and prepare reports relating to personnel activities (staffing, recruitment, performance evaluation: tardiness and absence report) * Perform data entry, documentation, printing and filling duties * Coordinate HR projects (meetings, trainings, etc.) * Payroll: assist in payroll preparation by providing relevant data (absences, leaves, tardiness, etc.) * Responsible in providing uniforms and payroll bank account of new employees. * Provides and maintain medicines (first aid kit) * Put up purchase request for all approves purchases for the necessary approvals and verify invoices for the raised purchases upon delivery of goods services. * Maintain office supplies for department * Perform some research duties as and when required by the team * Assist the supervisor and Dept. head to maintain a proper attendance and tracing report for the Dept. * Responsible in processing of business permit renewal of the company. * Answering and direction phone calls   **BUREAU OF INTERNAL REVENUE**  November 10, 2014 – March 15, 2015  BIR-RDO 038, West Avenue, Quezon City  Assessment Department  (On the Job Training)  **Duties and Responsibilities**   * Assist tax payer * Answering and directing phone inquiries * Bookkeeping * Encoding and printing * Performing all day support/assisting to my assigned examiner and supervisor   **SEMINARS/TRAININGS ATTENDED:**   * **Pre-Employment Orientation Seminar (**2015**)**   Tabernacle, Quezon City   * **National Finance Summit (**2015**)**   “Ground Zero For Global Competiveness”  SMX Convention Center, Pasay City   * **Boardwork YES! (**2015**)**   Young Enterpreneurs’ Sponsorship Program   * **National Student-Investors’ Convention (**2014**)**   Ateneo De Manila   * **National Finance Summit**   **“Moving Towards Global Competence”** (2014)  SMX Convention Center  Manila, Pasay City   * **Sales And Ad Congress** (2013)   ‘POWER LEADS” (Latest Enhancements in Advertising and Sales)   * **FLARE UP! Unlocking Opportunities Through Smart Entrepreneurs** (2013)   New Era University   * **Latest Trends in Marketing Profession** (2012)   “Marketing Spirits Meets the E.N.D (Energy Never Dies)”  New Era University |