|  |  |  |
| --- | --- | --- |
| rinsaKATRINAKATRINA.365875 **QUALIFICATION SUMMARY**ServiceCreative Thinking /ResponsibilityInitiative / FlexibilityInterpersonalCommunicationTime ManagementTeam Management /Leadership / TeamworkSelling / MarketingAdministration, ReportServiceCreative Thinking /ResponsibilityInitiative / FlexibilityInterpersonalCommunicationTime ManagementTeam Management /Leadership / TeamworkSelling / MarketingAdministration, 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 : FilipinoDate of Birth : Oct. 22, 1994Civil status : SingleVisa 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 TowerSan 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, 2015BIR-RDO 038, West Avenue, Quezon CityAssessment 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 CenterManila, 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 |