** Helen**

**Helen.371230@2freemail.com**

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**Career Objective**

Looking for an opportunity to utilize my strengths to build my career that would intrinsically help me in achieving greater practical excellence in technical domain, exceptional hardworking nature along with good communication skills to explore the requirements and come up with innovative solutions.

**Skills and Interest**

* Can work under pressure
* Can work under supervision
* Computer literate
* Flexible
* Willing to shifting schedules
* Willing to work overtime
* Willing to be trained

**Training/Experience**

* **Human Resources Staff London Industrial Products Inc.( Philippines)**

**March 18, 2016 – January 14, 2017**

* Assist our recruiters to source candidates and update our data base
* Coordinate communication with candidates and schedule of interviews
* Conduct initial orientation to newly hired employees
* Assist with day to day operation of the HR function and duties
* Properly handle complaints and grievance procedure
* Process documentation and prepare reports relating to personnel activities

 (staffing , recruitment, grievances, performance evaluation and etc.)

* Deal with employees request regarding human resources issues, rules and regulation
* Coordinate HR projects (meetings, training, survey etc.)
* Maintain the confidentiality of employees records as necessary
* **Sales Associate CMG Retail Inc. (CLN)(Philippines)**

**October 06, 2015 – March 05, 2016**

* Welcome customers with a smile as they enter into premises
* Provide customers with products information that they need
* Proactive ask customer how they can be assisted
* Respond to customer’s requests and concerns in a resourceful manner
* **Real Estate Consultant (Philippines)**

 **March 23 - June 23, 2015 Empire East Land Holdings Inc.**

* Knowledgeable about Real Estate markets and best practices
* Promote sales advertisement open house and listing services
* Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price and the best terms
* Determine the client’s needs and financial abilities to propose solution to suit them

**Personal Background**

**Birthdate:** January 27,1991

**Age :** 26

**Gender :** Female

**Civil Status:** Single

**Language:**  Filipino, English, Ilocano

**Height : 5”6**

**Weight : 55kgs.**

**Educational Background**

**College :** Wesleyan University Philippines

 Mabini Ext. Cabanatuan City

 B.S Nursing

 Graduated 2008 -20014

**Highschool:** Guimba National Highschool

 Brgy. St. John Guimba Nueva Ecija

 2002-2006

**Elementary:** Brgy. Pacac Guimba Nueva Ecija

 1996-2002

**I hereby declare that the above information is true and correct to the best of my knowledge and belief.**