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**JACKIELYN**

Deira, Dubai

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**Career Objectives**

To apply and enhance my knowledge and skills I have acquired within the academe and previous company, also to accept more opportunities for career growth and development while contributing to the company’s goal.

**EDUCATION**

Polytechnic University of the Philippines, Manila Philippines

BSBA - Human Resource Development Management - May 2012

**AREAS OF EXPERTISE**

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* Advance knowledge on MS Office Package (Word, Excel, and Power Point etc.)
* Ability to be flexible and adaptable in a variety of situations
* Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)Interpersonal skills
* Good organizational and time management skills
* Capable of handling a small team and organizing their work
* Perform clerical and administrative tasks quickly and accurately
* Strong communication skills and have a good working ethics (can work professionally)
* Meticulous attention to detail
* Ability to form working relationships with people at all levels

**EMPLOYMENT EXPERIENCES**

**Administrative Secretary / HR Assistant cum Accounts**

**Amini General Trading LLC, UAE**

**December 20, 2015 to February 1, 2018**

* Composes letters, memorandum, develops charts, graphs, and diagrams
* Answers telephone, takes messages and answers inquiries within assigned scope of responsibility
* Schedules appointments, maintains calendar
* Recruiting, training and developing staff
* Monitoring staff performance and attendance
* Prepares materials for conferences, meetings, duplicates/collates
* Maintains files and financial records
* Prepares and expedites purchase orders and direct payments, etc.
* Processing payments to suppliers using Cash, Cheques and Online Banking systems of ENBD, EIB, Mashreq Bank, ADIB, FAB/NBAD, Noor Bank
* Encoding Financial records in Tally Accounting System
* Maintains attendance reports, leave records, trip records and logs
* Prepares reports
* Maintains and processes forms
* Assists with the preparation, calculation, and execution of the budget
* Orders, distributes, and keeps an inventory of supplies
* Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.
* Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
* Performs other duties assigned.

**HR Assistant**

**Business Staffing and Management Inc., Philippines**

**October 14, 2013 to November 27, 2015**

* 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 CVs and correspondence to forward to clients regarding of suitable applicants
* Informing candidates about the results of their interviews
* Briefing the candidate about the responsibilities, salary and benefits of the job in question
* Overseeing the completion of compensation and benefit documentation
* Negotiating pay and salary rates and finalizing arrangements between client and candidates
* Serving as a point person for all new employee questions
* Maintaining 201 files of all the employees
* Maintaining employees' details in database (SAP)
* Offering advice to both clients and candidates on pay rates, training and career progression

**Administrative Assistant**

**Producers Connection Logistics, Philippines**

**May 23, 2012 to September 17, 2013**

* Answering employee questions
* Processing incoming mail
* Creating and distributing documents
* Providing customer service to organization employees
* Serving as a point of contact with benefit administrators
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings
* Maintaining calendars of HR management team
* Process timekeeping of employees for payroll purposes
* Compiling reports and spreadsheets and preparing spreadsheets

**SKILLS AND STRENGTH**

* Hardworking, Reliable and Trustworthy
* Project Management / Supervision
* Ability to work independently as well as a team member
* Capable to learn and apply new technologies
* Tally Accounting System and Online Banking System of ENBD, EIB, Mashreq Bank, ADIB, FAB/NBAD, Noor Bank
* SAP HR System Application
* Maintain positive attitude towards work and people
* Proven aptitude to be trained quickly
* Working directly with executives
* Flexible to work in different office department like Purchasing, Recruitment and P.R.O

**PERSONAL INFORMATION**

**Name:** Jackielyn

**DOB:** July 27, 1991

**Location:** Deira, Dubai

**Nationality:** Filipino / Philippines

**Language:** Filipino, English

**Civil Status:** Married

**Visa Status:** For Cancellation

**Availability to join:** Immediately