

**KIMBERLY**

**Address :** Financial Center, Dubai

**Email :** kimberly.383023@2freemail.com

**Visa Status :** Visit Visa

**Proposed Position:** HR/ Admin Assistant; Document Controller; Secretary; Receptionist

**JOB OBJECTIVE**

To find an opportunity that will enhance my skills and knowledge in my chosen career path.

**PROFESSIONAL SKILLS**

* Good Communication skills; Phone Etiquette
* Knowledgeable in Administrative Task
* Filing, maintenance and safekeeping of records
* Computer literate/proficient most in MS Office Application e.g., Word, Excel, PowerPoint

**AFFILIATIONS**

* Member, University of the East Psychological Society (UEPS)
* Member, Junior People Management Association of the Philippines (JPMAP)

**EDUCATION**

**Tertiary**

**University of the East, Manila**

Graduate of Bachelor of Science in Psychology

2011 – 2015

**WORK EXPERIENCE**

**St. Joseph College of Quezon City –** (*HR Assistant)*

E. Rodriguez Avenue, Quezon City

December 2014 – March 2015

* Assigned at the Special Education Department
* Observes and Assists SPED teachers
* Make activities and interacts with SPED students

**RICHPRIME GLOBAL INC.** (Talent Acquisition Specialist)

Scout Torillo, Scout Limbaga, Quezon City

March 2015 – June 2016

* Encodes and files documents of the employees
* Sourcing Potential candidates
* Assess candidate information and Plan Interviews
* Receives and process documents from other department
* Organize and attend Job fairs and recruitment events

**MARITIME INDUSTRY AUTHORITY (***Document Controller)*

Parkview Plaza 984 Taft Ave. corner T.M. Kalaw 1000 Ermita Manila, Philippines

Clerk/Job Order

July 2016 – June 2018

1. Filing maintenance and safekeeping records.
	* Sorts documents by classifications and alphabetical, arranged, holed and stamped “Records File”.
	* Encodes/Indexes the arranged documents.
	* Prepares folder by companies.
	* Files documents for safekeeping.
2. Performs other tasks assigned from time to time.
* Receives and D’tracks application and general communication in the absence of personnel in charge.
* Assists in the receiving and D’tracks of outgoing communication and applications.
* Releases documents/approvals to the proponent clientele in the absence of personnel in charge.
* Photocopies documents application and communications upon instruction of higher superiors in the Records Section.
* Answers Phone Calls/Queries.

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