**Nicola**

[Nicola.383024@2freemail.com](mailto:Nicola.383024@2freemail.com)

**Career Objective:** To have a challenging career in corporate world and to be a successful professional.

**SKILLS AND QUALITIES**

* Able to listen and act on instructions
* Flexible
* Good Interpersonal skills
* Knowledgeable in Recruitment and Sourcing
* Willing to learn and take new tasks
* Hardworking
* Sufficient skills in Microsoft Office, Word, Excel, Power point and Internet

**EDUCATIONAL BACKGROUND**

**Tertiary Level**

School : University of the East

Address: Claro M. Recto Ave., Manila

Course : Bachelor of Science Major in Psychology- Graduate

**JOB EXPERIENCE**

**\*Phillip Morris Fortune Tobacco corp.**

Under iPlus intelligent Network inc.

* **Accounts Payable Analyst (**January 2017-May 2017)

**-**Match goods received through PO system with receiving documents and invoice totals; perform the matching process through invoice verification module in SAP

**-**Investigate and resolve price or quantity differences between purchase orders and related invoices.

**-**Support the processing of vendor invoices using SAP system

**\*iPlus Intelligent Network inc.**

* **HR Associate (**June 2017-April 2018)

-Handling Admin, Sales and IT position

-Coordinating with Service delivery Manager

**-**Sourcing of candidates using Job portals (Jobs180, Indeed and Jobstreet)

**-**Screening and sending invitation to applicants

-Conducting Initial interview to applicants

-Updating Profile of candidates using database

-Administering and checking tests

-Endorsing candidates to clients

-Meeting/Attending Final interview with clients

-Job offers/Contract signing

-Guiding candidates until they were on boarded

-Job fairs from different Colleges/Universities

-Order supplies

**ON THE JOB TRAINING**

**\*SPI Global**

-Assisting applicants

-Giving language and hearing tests

-Checking the tests

-201 Filling

-Encoding

**\*Fullhouse custodial care center**

-Case study

-Interview

-Testing

**\*San sebastian college**

-Interview

-Checking the tests

**PERSONAL INFORMATION**Age: 23

Birthdate: March 24 1995

Birhplace: Antipolo City, Philippines

Gender : Female

Religion: Roman Catholic

Civil Status: Single

Languages Spoken: English and Filipino

Visa status: Visit