CHARLEMAGNE

Dubai, UAE

Email Address: charlemagne-394630@2freemail.com

# OBJECTIVES:

Seeking a fulfilling position in the business industry that offers growth opportunities and allows me to utilize my leadership skills and experience.

# QUALIFICATIONS AND SKILLS:

* Ability to work under pressure
* Strong work ethics
* Time management
* Self-motivation

# EDUCATIONAL ATTAINMENT:

* **Bachelor of Science in Business Administration Major in Marketing Management**

Our Lady of the Pillar College-Cauayan

San Fermin, Cauayan City, Isabela, Philippines

S.Y 2018

# PROFESSIONAL EXPERIENCES:

## Hr Personnel

Isabela, Philippines October 26, 2018 - September 26, 2019

* Substantiates applicants' skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.

## Production Staff

Isabela, Philippines

April 20, 2018 - October 25, 2018

* Inventory of sacks
* Inventory of feeds
* Inventory of raw materials
* Allowance of the production workers
* Inventory of medicine

# ON-THE-JOB TRAININGS AND SEMINARS:

**Junior Marketing Association SALESMANSHIP SEMINAR 2015**

OLPC-C AVR

Our Lady of the Pillar College-Cauayan September 5, 2015

# Junior Marketing Association PRODUCT EXPO 2015

OLPC-C AVR

Our Lady of the Pillar College-Cauayan September 25, 2015

# Junior Marketing Association CORPORATE SALES PRESENTATION

**AND MODELLING 2016**

OLPC-C AVR

Our Lady of the Pillar College-Cauayan March 12, 2016

# Junior Marketing Association EXECUTIVE LEADERSHIP AND

**TRAINING SEMINAR 2016**

OLPC-C Gymnasium

Our Lady of the Pillar College-Cauayan January 15-16, 2016

# BS in Business Administration OFFICE DECORUM SEMINAR 2017

OLPC-C AVR

Our Lady of the Pillar College Cauayan June 20, 2017

# PERSONAL INFORMATION:

Date of Birth : March 6, 1998

Place of Birth : Cabatuan, Isabela

Civil Status : Single

Citizenship : Filipino

Religion : Roman Catholic

Language/Dialect : English / Tagalog

Visa Status : Tourist Visa (3 Months)

Expected Salary : AED-3,000/-

*I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief. I trust that the information shall remain confidential.*

# CHARLEMAGNE

APPLICANT