**‍‍Freddielyn**

**Career Objectives:**

To have an adequate training and excellent professional and personal growth, to encounter challenges and learn new things and apply my knowledge and skills to contribute for the betterment of the company.

**Work Experience:**

BONIFICIO GLOBAL CITY, TAGUIG CITY

March 27, 2015- June 18, 2016

**Project HR Associate**

**Job Summary:**

* Verifies candidate’s background and contacting references.
* Conduct orientation such as vision, mission and company policy to newly hired employees.
* Prepare documents for end of contracts employees
* Enroll new employees by issuing forms and application: verifying completion.
* Validate payroll in relevant data of employees. ( absences, leave, late)
* Check and verify Billings
* Maintain employee records, enter information into spreadsheet and database for new employees and update records of current employees. ( employee’s name, address, job title and pay rate)
* Set appointment to applicants and endorse to interviewer.
* 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.

**Tritech Macrosystems Incorporated**

BONIFACIO GLOBAL CITY, TAGUIG CITY, PHILIPPINES

Ocober 27, 2012- March 23, 2015

**AutoCAD Operator**

**Job Summary:**

* Making 2 Dimensional drawing for Plumbing and Fire Protection Works.
* Used AutoCAD Software to prepare Blueprints and drawings ( Floor plan and Sectional View)
* Assist with the coordination between designer client and associated trades
* Maintain project schedule in accordance with the projects plan.
* Works every closely to the project manager and engineer in laying out the appropriate drawings as to ensure optimum performance in the construction of the systems and/ or the presentation to the clients.
* Responsible for some design elements ( fittings measurements)
* Provide drawings to engineer for site works.
* Responsible of as-built plan for plumbing and fire protection works.
* Prepare permits for site works.
* Prepare Billings and Invoices.
* Knowledgeable in 3 Dimensional.

**CENTER FOR EDUCATIONAL MEASUREMENT**

January 2010- February 2012

**Part-time Test Examiner**

**Job Summary:**

* As a test examiner, we administer the exams of the students from private schools.
* Give instructions on how to fill up and answer the form correctly.
* To watch closely and secure that no one is cheating or using any device.
* To ensure that all papers submitted by students must count before leaving the room

**Personal Information:**

Age : 26

Birthdate : October 6, 1990

Civil Status : Single

Height : 5’2”

Weight : 90 lbs

Language Proficiency : Filipino / English

**Skills and Interests:**

Proficiency in advance in AutoCAD, Microsoft Office (Advance Excel, Power Point, Word)

Short Course:

Certificate of Completion in AutoCAD 2013 with Color Rendering.

**Educational Background:**

University of Makati (Tertiary Education)

Makati City, Metro Manila, Philippines

***BS in PSYCHOLOGY***

2007-2012

Passi National High School (Secondary Education)

Passi City, Philippines
2003-2006

Passi I Central School (Primary Education)

Passi City, Philippines

**Job Seeker Name:Freddielyn / CV No:** **1901334**



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send email with your company name and position available to

cvcontacts@gulfjobseekers.com or call +971504753686