# Adrian

Email address : adrian.332910@2freemail.com

Age : 22 Years old



## PROFILE:

Born on August 27, 1983, in Manila. Highly trainable and can work under

pressure. With good interpersonal skills and able to adjust in fast changing

environment

Born on August 27, 1983, in Manila. Highly trainable and can work under

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environment

Born on December 19, 1994. Highly trainable and can work under pressure. With good interpersonal skills and able to adjust in fast changing environment. Responsible, persistent, hardworking, sociable, flexible, self-motivated and detail oriented.

## WORK EXPERIENCE

**HR Assistant (EMPLOYED and OJT)**

Eastman Industrial Supply Inc.

Manila, Philippines

November 2015 – November 2016

### **Duties and Responsibilities:**

* Source, screen and recommend candidates for open positions requested by Senior HR Officer.
* Maintain HR Department Database.
* Performs other duties/works as requested from time to time such as data encoding and important document filing.
* Assisting the accounting , logistics and finance department
* Operating fax machine
* Answering and calling third party companies.

**Customer Sales Representative (Part Time Job)**

Customer Contact Channel

Taguig, Philippines

May 2014 – May 2015

### **Duties and Responsibilities:**

* Provides assistance to customers/callers regarding car rental booking reservations under DTAG Company.
* Ensures to resolved all enquiries and handle it within the service level agreement.
* Provides high level of customer service and ensure to address complains and endorse it to the concern Department.
* Call back current customers to get feedback about the service provided and promotes other products as advice by immediate superiors.
* Using data base company tools for car sales reservation.

**RECEPTIONIST and ADMINISTRATION**

Office of the EARIST VP for Research and Extension Services

Manila, Philippines

February 2013– February 2014

### **Duties and Responsibilities:**

* Assists in compiling of files and memos for filing and reconciliation purposes.
* Answer telephone calls and ask necessary information needed by the caller and relay the message to the concern.
* Regularly checks research records of Deans, Professors of every Department.
* Assisting the visitors with or without appointment.

**SKILLS:**

* Proficient in Microsoft Word
* Proficient in Microsoft excel
* Proficient in Power point
* Proficient in Sage 50
* Dollar/THRIFTY and HERTZ car rentals tools.
* Interpret Psychological Exams
* Extensive knowledge in Recruitment and Selection Process
* Administer Training and Development
* Can perform different administrative works
* Fluent in English written and and speaking communication

**EDUCATIONAL BACKGROUND**

* 1. Bachelor of Science in Industrial Psychology

 Eulogio‘‘Amang’’ Rodriguez Institute of Science and Technology

 Sampaloc, Manila Philippines

**Achievement:**

Outstanding Research Paper AY: 2015-201

Thesis Title: Work Environment and Employee Work Attitude in Caritas Mla.

Most Promising CAS-SG Committee 2015

College of Arts and Science (EARIST)

**CHARACTER REFERENCES:**

Available upon request.