

ROSALINO ALDUNAR

262 SAN AGUSTIN II DASMARIÑAS CITY CAVITE PHILIPPINES

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WORK EXPERIENCE

- **Admin & HR Internal Audit Manager, Excellence Path For Human Resource**, Jeddah, Saudi Arabia(Aug 2019 to May 2025)

EDUCATIONAL BACKGROUND

- **National College of Science & Technology**, Dasmarinas City, **Associate Degree**, 2000, Computer Technology

SKILLS

- your professional skills include: administrative support – efficiently managing schedules
- preparing reports
- and handling confidential documents with discretion. hr support – assisting in recruitment processes
- employee documentation
- and ensuring policy compliance. office management – maintaining organized filing systems
- supervising admin teams
- and ensuring smooth office operations. attention to detail – ensuring accuracy in reports
- data entry
- and document management. time management – prioritizing tasks and meeting deadlines in fast-paced environments. multitasking – handling various responsi
- excel
- powerpoint)
- email handling
- and document preparation.

PERSONAL BACKGROUND

- **Birthday:** - 1972-06-20