



IRENE ELLAZAR

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OBJECTIVES:

Open and adaptable to new ideas with positive attitude towards changes, willing to work hard and undergo training, is to be an asset to the company I am working with, by bringing out the best in my chosen field of profession and to be concerned of what I can give and contribute for the welfare and success of the business.

PROFESSIONAL EXPERIENCE:

➤ **MADEENA ALFUNOON ELECTROMECHANICAL LLC**

Karama, Dubai, UAE

April 2016 up to present

Administrative Assistant/ Receptionist/HR Assistant/Document Controller

➤ **OCEANA GULF CONTRACTING**

Motor City, Dubai, UAE

November 2014-February 2016

Administrative Assistant/ Receptionist/Document Controller

➤ **SAFETY ELECTRICAL SWITCHGEAR MANUFACTURING LLC**

Jebel Ali, Techno Park

April 2013-September 2014

Administrative Assistant/ Receptionist

DUTIES AND RESPONSIBILITIES:

- Answering or transferring phone calls and taking messages for select staff members
- Arranging staff meetings and scheduling appointments
- Writing memos, correspondence, invoices, receipts, spreadsheets and other reports as needed
- Keeping the office database and filing system up to date and organized
- Purchasing office supplies and work with vendors
- Working with office equipment vendors to purchase and maintain office equipment such as printers and fax machines etc.
- Responding to all customer inquiries in a polite and timely manner
- Print and distribute documents as needed
- Scan and upload documents according to company procedure
- Collect and register all documents such as drawings etc in the company's system
- Maintain confidentiality regarding sensitive documents
- Establish and maintain record in the company's system
- Preparing attendance sheet of all staffs & Labors including overtime
- Maintain employees contact lists
- Assisting HR with the process of recruitment, including candidates, assisting with interviews and issuing employment contracts/offer letter etc.
- Supporting internal and external inquiries and requests related to the HR department
- Compiling and maintaining paper, digital and electronic employee records, including holiday and sickness leaves
- Preparing employees payslip and assisting with the documentation of employee benefits
- Entering employee data into computer database
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Preparing new employee files and Maintaining current HR files and databases
- Orienting new employees to the organization (setting up, workstation, email address, etc.)
- Monitoring all documents for expiration

EDUCATIONAL ATTAINMENT:

Graduate of Bachelor of Science in Business Administration
Major in Banking and Finance
Palawan State University
Puerto Princesa City, Palawan, Philippines
April 2010

PERSONAL DETAILS:

Date of Birth : 19th March 1990
Marital Status : Single
Gender : Female
Nationality : Filipino
Languages : English, Tagalog
Passport No. : P5391933B
Visa Status : Employment

This certifies that the above information is true and correct to the best of my knowledge and belief.

IRENE ELLAZAR

Applicant