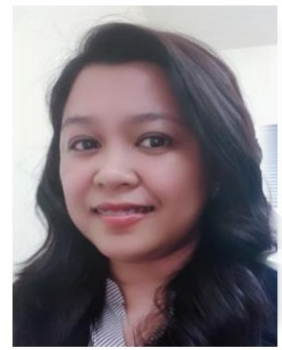


## MYLENE M. TIZON

Al-Satwa Dubai, United Arab of Emirates

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Contact #: 056 113 9812



### OBJECTIVES

To be part of an on-going success of a prestigious company in manner of contributing my own knowledge and skills in the field I specialized. In the same way that I believe my being part of your company can help me a lot in my growth as a professional.

### SUMMARY OF QUALIFICATIONS

- Honest and dependable
- Highly computer literate in Microsoft Suite (especially Excel) and various HR software programs including HRIS
- A proven leader with strong interpersonal skills, keen to motivate and effectively educate and connect department managers and employees regarding all HR matters
- Comfortable working in a highly visible role
- 7+ years of management experience in HR
- 3+ years Secretary experience
- A proven leader with strong interpersonal skills, keen to motivate and effectively educate and connect department managers and employees regarding all HR matters.

#### OCTOBER 28, 2020 – PRESENT

##### RECEPTIONIST, HAIRWORKS SALON

- Greet customers, walk them to the best possible beauty station
- Advise assigned beauticians about customer's arrival and update them about the services which they want.
- Confirm appointments of customers via call.
- Process cash and credit card transactions and issue receipts.
- Offer drinks and converse with customers who are sitting in the waiting area of our salon.
- Provide cross-sell services through brochures and gift vouchers whenever applicable.
- Update customer records with contact, bill details, appointments and services provided to them.
- Order salon products for professional used & retail.
- Make month end report and end day report of sales.

**JANUARY 12, 2019 – OCTOBER 25, 2020**

**SECRETARY/RECEPTIONIST, IMPERIAL SUITS HOTEL (BUR DUBAI)**

- High levels multitasking capabilities and experience in office related management tasks.
- Maintain executive's agenda and assist in planning appointments, board meetings and conferences.
- Provide high-level administrative support by conducting research, handling information requests, and performing clerical functions such as correspondence, receiving visitors, arranging conference calls and scheduling meetings.
- Perform general office duties such as ordering supplies and maintaining records management systems
- Handle confidential documents ensuring they remain secure.
- Produce reports, presentations and briefs.
- Develop and carry out an efficient documentation and filing system.

**SEPTEMBER 25, 2016 – NOVEMBER 23, 2018**

**CUSTOMER SERVICE, AL-OTHAIM MALL (SAUDI ARABIA)**

- Serves customers by providing product and services information & resolving products & service problems.
- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Maintain financial accounts by processing customer adjustments.
- Recommend potential products or services to management by collecting customer information and analyzing customer needs.
- Contribute to team effort by accomplishing related results as needed.
- Generate sales leads.

**DECEMBER 20, 2014 – SEPTEMBER 15, 2016**

**EXECUTIVE SECRETARY, EDUCATIONAL LINKS**

- Supporting high level of executives and management or entire departments.
- Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers and answering questions and requests
- Handle confidential documents ensuring they remain secure.
- Organizing and servicing meetings.
- Implementing new procedures and administrative systems.

**APRIL 05, 2013 – NOVEMBER 26, 2014**

**HR EXECUTIVE**, HONDA TRADING PHILIPPINES ECOZONE CORP.

- Resolve around recruitment and placement of employees, screening job candidates and conducting interviews to performing background checks and providing orientation to new employees.
- Provide support to co-workers and managers, and office visitors by handling a variety of tasks in order to ensure all interactions between the organization and others are positive and productive.
- Provide assistance in administering employee benefit programs and workers compensation plans.
- Encode and compile master list of the company's documents and procedures.

**MAY 06, 2010 – MARCH 21, 2012**

**TEACHER ASSISTANT**, UNIVERSITY OF PERPETUAL HELP RIZAL

- Work with lead teacher to monitor the class schedule.
- Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Oversee students during non-classroom times including in between classes, during lunch, and field excursions.
- Collaborate with lead teacher s to recognize issues students are facing and recommend solutions.
- Compile with state, school, and class rules and regulations.
- Attend all training classes, parent conferences, and faculty meetings.
- Offered assistance to others, fostering a sense of teamwork
- Supervised students upon arrival, at lunchtime and dismissal.
- Assisted students in one on one and small group setting

**MAY 2005 – APRIL 2012**

**HR EXECUTIVE/PAYROLL SENIOR STAFF**, ENGTEK PRECISION PHILIPPINES INC.

- Maintaining and enhancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Manages payroll process and performs accounting related.
- Provides office and administrative support either a team or individual. Answering telephone calls, receiving and directing visitors, Microsoft office processing creating spreadsheets and presentation, and filling.
- Record data for each employee, including such information as addresses, absences, supervisory reports on performance, and dates of and reasons for terminations.

- Prepares salary and wage payrolls including deductions, accruals and processing of timesheets.
- Ensure that employee payroll processing is in compliance with laws. Assist accounting, transactions, reporting, payments and other operations. Review payroll reports and timesheets for correctness before payroll transactions.
- Payroll related financial activities, including journal entries and balance sheet reconciliations.

## EDUCATION

**MARCH 1999-2003**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**, UNIVERSITY OF PERPETUAL HELP RIZAL CALAMBA, LAGUNA PHILIPPINES

Deals with subjects and topics related to computer application and services where in technological implementation of computer system is the main agenda of the program.

**MARCH 1995-1999**

**STA CECILIA CATHOLIC SCHOOL**, CANLUBANG LAGUNA PHILIPPINES

## PERSONAL ATTRIBUTES

- Capability to maintain confidentiality
- Time management and planning tasks
- Quick learner
- Tolerant to stress and huge workloads
- Decision making skills
- Creating a positive work environment

## ACHIEVEMENTS

- Come with a new idea that improved things
- Developed & implemented new procedures.
- Work on special projects
- Identified a problem and solve it
- Contribute to good customer service