

KRIZZIA MAE GONZALES

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Professional Experience Main Skills

Nasco Trading LLC

HR Generalist cum Executive Secretary

Dubai, U. A. E.

May 1, 2019 to Present

- Spearheaded all HR operations for two companies with 100+ employees (Recruitment, Employee Relations, Training and Development, Compensation and Benefits).
- Manage agendas, travel arrangements and appointments for the C.E.O and the Managing Director.
- Monitoring and paying all company and the top management utility bills including top management's credit cards.
- Handling company logistics internationally (Negotiating, confirming, monitoring and coordinating with suppliers and logistics companies).

La Kalsada Pavilion

HR Head and Events Place Manager

San Rafael Bulacan, Philippines

March 1, 2018 – April 30, 2019

- Represented the company for all occasions and accountable for overall management of the place.
- Coordinated with the event planner to advertise and prepare job descriptions for manpower requisition of specific job openings for every event.
- Scheduled, allocated work to specific teams and tracked the progress of each event.
- Coordinated with all catering services that fits to every event scheduled.
- Made strategies to boost the business through marketing on different platforms.

Mabuhay Personnel & Management Services Inc.

HR Recruitment Assistant (Promoted)

Makati, Philippines

February 1, 2016 to February 15, 2018

- Successfully processed end to end recruitment and deployed applicants to Middle East, Europe and U.S.A
- Facilitated interviews conducted by the foreign employers at the office.
- Arranged tickets, hotels, and other business meetings for the C.E.O and foreign employers.
- Assured that all documents submitted by the applicants are properly processed and verified according to the Philippine Labor Law and on Labor Law of the country they are deployed to.
- Conducted employee pre-departure training together with the CEO.

Front Desk Receptionist

October 2, 2015 to January 31, 2016

- Received visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Performed clerical duties related to recruitment procedures.

Education

Lyceum of the Philippines University, Manila, Philippines

Bachelor of Science Major in Psychology

June 2010 – April 2014

Skills

MS Office programs / Visual Basic / SQL / FACTS ERP System / Bilingual (Filipino & English) / 40-50 WPM

Interests

Traveling, Running, Music, Making D.I.Y.

Character Reference/s : Available upon request