

KRIZZIA MAE GONZALES

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Professional Experience Main Skills

Nasco Trading LLC

HR Generalist cum Executive Secretary

- 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).

Dubai, U. A. E.

May 1, 2019 to Present

La Kalsada Pavilion

HR Head and Events Place Manager

- 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.

San Rafael Bulacan, Philippines

March 1, 2018 – April 30, 2019

Mabuhay Personnel & Management Services Inc.

HR Recruitment Assistant (Promoted)

- 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.

Makati, Philippines

February 1, 2016 to February 15, 2018

Front Desk Receptionist

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

October 2, 2015 to January 31, 2016

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