

C U R R I C U L U M V I T A E



Jenna F. Caburobias

Address

Al Rigga, UAE

Date of Birth

January 2, 1996

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Education:

**Bachelor of
Science in
Psychology**

Saint Paul University
Iloilo, Philippines
2012-2016

Nationality:

Filipina

Computer Skills:

Microsoft Word
Microsoft Excel
Microsoft Power
Point

OBJECTIVE

To be able to join professional experience in an industrial setting, to gain valuable experiences that utilize the education I have received. To be a part of an organization of which I can be an asset in the pursuit of its organizational goal and at the same time to develop my interpersonal, professional relationship and skills.

PROFILE STATEMENT

Performing Technical and Administrative duties relating to personnel functions and programs including in the areas of employment recruitment, compensation, employee relations and other related tasks.

QUALIFICATIONS:

- Self- assured, self- confident and self- motivated
- Excellent organizational Skills
- Flexibility and Creativity
- Hard working and enthusiastic
- Good communication skill
- Perform assigned task with grand responsibility
- Sincere and result oriented
- Ability to learn quickly and adapt to changing environment ready to learn

Functions in the Human Resource as follows:

- To support human resource processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information
- Able to analyze Human Resource Data, employee performance and comparable Human Resource metrics
- Implement Human Resource and employee enrichment activities for the company
- Adept in resolving employee grievances by adopting methods like counseling
- Plans, organizes and controls all activities of the department
- Good communication skills both written and verbal
- Strong Leadership skills, mentoring, and training personnel
- Can easily get along with other employees without compromising my role as Human Resource Assistant
- Can easily adopt to any situation
- Has the sense of urgency. Settles issues or concerns regarding personnel immediately
- Manages and updates employee records up to date by processing employee status changes in a timely manner
- Prepares and maintains reports that are necessary to carry out the functions of Human Resource department
- Prompt in submitting all documents pertaining to government agencies and other insurance company

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WORK EXPERIENCE

Admin cum Receptionist

Gold's Gym, New Age Fitness LLC of Al Ali Holding Group, Dubai UAE
January 30, 2020- Present

Key Responsibilities (Admin cum Receptionist):

- Serves visitor by greeting, welcoming and directing them appropriately
- Maintains security and telecommunications systems
- Notifies company personal or visitor arrival
- Inform visitors by answering or referring inquiries
- Direct visitors by maintaining employee and department directories
- Supports continuity among work teams by documenting and communicating actions, irregularities and continuing need
- Maintains security by following procedures and monitoring logbook
- Keep a safe and clean reception area by complying with procedures, rules and regulations
- Contributes to team effort by accomplishing related results as needed

Administrative Assistant

Globe Telecom/ 3rd Party Western Visayas Cyber Link Inc., Philippines
December 19, 2018- October 11, 2019

Key Responsibilities (Administrative Assistant):

- Greet clients and visitors with a positive, helpful attitude.
- Handling office tasks, such as filing, generating reports and presentation, setting up for meetings and preordering supplies.
- Organizing travel by booking accommodations and reservations needs as required
- Competency in Microsoft application including Word, Excel, and PowerPoint
- Answering phones in a professional manner and routing calls as necessary
- Filing and retrieving corporate records, documents and reports
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming faxes, emails and other correspondence.
- Maintain polite and professional communication via phone, e-mail and mail.
- Scheduling appointments and performing other administrative duties.

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Human Resource Assistant

Chicken Essentials Ph., Inc., Philippines

December 5, 2016- December 17, 2018

Key Responsibilities (Human Resource Assistant):

- Assist with day to day operations of the Human Resource functions and duties.
- Source and select applicants for vacant positions.
- Lead in scheduling and facilitating Job interviews and examination with applicants.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluation, etc.)
- Manage and maintain personnel files.
- Provide clerical and administrative support to Human Resources head.
- Oversee the completion of compensation and benefit documentation.
- Coordinate Human Resource projects (meetings, training, surveys, etc.) and take minutes.
- Deal with employee requests regarding human resources issues, rules and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary.
- Conduct initial orientation to newly hired employees.

Psychometrician

APL Psychological Services and Neuro-Psychiatric Assessment Testing Center, Philippines

May 16, 2016- December 2, 2016

Key Responsibilities (Psychometrician):

- Compiles and maintain records of the facility
- Gives information and interview the patients complaints and inquiry
- Prepares stock inventory
- Operates machine such as photocopy machine, fax machine, printer and computer
- Assisting the Psychologist during consultation
- Proficiency in Microsoft Office, Excel, Power Point
- Administering Test of the patient
- Ordering and distributing office supplies