

01 June 2020



JESSELEN OGAME

HUMAN RESOURCE ADMINISTRATOR

CONTACT

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3777 4089

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jpogame0413@gmail.com

Dear Sir/Madam:

I am applying for the Human Resources Executive position. With **10 years of experience in Human Resources**, I am motivated to join an organization where I can contribute my unique skills and grow as a Human Resources professional.

AREAS OF EXPERTISE:

- Excellent in oral and written English
- Human Resources Administration and Management
- Labor Law Regulation and Compliance and other Governmental Issues in LMRA, GOSI and TAMKEEN
- Manpower, Staff Recruitment and Retention
- Employment Procedure and Visa Processing
- Human Resources Policies and Procedures
- Confidential record keeping and documentation
- Payroll Processing and Management
- Employee Compensation and Benefits
- Employee Training and Development
- HRMS Administration and Report Generation
- Organizational Skills and Multitasking
- Expert in HRMS, KTMS and ERP software for payroll.

I have attached my C.V. for your reference. Should you require further detail, you may call me on my mobile **(973) 3777-4089**.

Thank you for taking the time to review my CV. I look forward to your reply.

Sincerely,

Jesselen Ogame