

Cristine Joy M. Reyes

Adliya, Kingdom of Bahrain

Mobile Number: 00973 35562886

(with Valid Bahrain Driving license)

Flexi-Visa Holder



Objectives:

To be a part of a highly competitive company that could help for further development of my knowledge, skills and abilities in the working field.

Qualifications:

- Proven ability to gain clients' confidence and trust
- Competent at managing responsibilities in a high-volume atmosphere
- Skilled at interacting with people with diverse background
- Hard worker, quick learner, flexible, efficient and ability to assume responsibility

Personal Data:

Age: 32

Date of Birth: September 16, 1987

Gender: Female

Civil Status: Single

Height: 5'6

Weight: 59 kg

Nationality: Filipino

Religion: Roman Catholic

Working Experience:

The Map Cargo

Al Daih, Bahrain

November 07, 2017 to March 07, 2020

Administrative Secretary

Duties & Responsibilities: (Operations)

- Receive & confirm transportation request/booking from partners/counterparts.
- Receive, prepare & distribute/hand-over information regarding the shipment pick-up/delivery details & location from counterparts to drivers.

- Follow-up shipment status with the drivers and provide up to date information to counterpart for any update like delays, reasons for the delays up to the delivery and offloading of shipments to the customer.
- Identify problems regarding the shipment, reports to the counterpart & suggest/ensure resolution if necessary.
- Build & maintains counterparts excellent relationship by responding to their communications via email, phone calls & SMS
- Prepare and issue invoices according to the booking & delivered shipments.
- Help & assist the Transportation Manager in making, sending & following up quotations to new & existing counterparts.

Duties & Responsibilities: (Administrative)

- Managing office procedures and employees personal files
- Making memos and letters
- Managing inventory of supplies
- Sending and receiving documents for the company
- Attending telephone calls
- Preparing invoices & statement of accounts customers
- Preparing delivery notes and updating reports
- Administering petty cash, in charge with Payroll and payment vouchers.
- Making appointments for the drivers to get Saudi Visa
- In charges of booking flights for resigned employees or going on leave.

Taylos Manpower Co. W.L.L / Taylos Document Clearance

Gudaibiya, Bahrain

June 16, 2016 – October 31, 2017

Marketing Executive cum Admin Staff

Duties and Responsibilities:

Taylos Manpower Co. W.L.L: (Marketing Executive)

- Planning of recruitment process as per the needs of the employers/sponsors.
- Maintain mutual understanding and good relationship with the clients and agents
- Responsible for sourcing for suitable candidates for available positions and identifying suitable recruitment channels.
- Screen applicants for basic compliance with position qualification.
- Meet walk-in clients and assess their requirements
- Ensures all vacancies are filled with the suitable candidates within the targeted time.

- Schedule interviews and ensure to get feedback from the clients.
- Drafts employment offer letters and contracts for selected candidates..
- Preparing documents for visa application
- Ticket Booking Coordination and other works related to the recruitment process

As Admin Staff

- Maintain the file of all the employees
- Prepare the salary of the employees
- Handle the bank transactions such as preparing deposit slips and monitoring the cheque issuance.
- Handle Petty cash for the office expenses

Taylos Document Clearance

- Application / Submission of work permit application in LMRA (EMS)
- Payment of LMRA monthly fees online, application of additional ceiling of visa, update of the details of the company and expats in LMRA
- Renewal of work permit online in LMRA (EMS); cancellation of work permit
- Transfer of work permit to new sponsor
- Appointment for application of new CPR, renewal CPR, lost/damaged CPR
- Renewal of the CR and revival of the deleted CR
- Application for additional activity in the CR
- Online verification for GOSI fees and preparation of payment

Light & Hope Overseas Placement Agency Inc.

Manila, Philippines

March 22, 2011 to June 14, 2016

Recruitment Manager / Branch Manager

Recruitment Head Officer

Recruitment Officer

Duties and Responsibilities:

- Oversee day to day activities/operations in Recruitment
- Communicating with all clients regarding all Recruitment concerns.
- Receives job order from client, assigning to the recruiters and setting deadlines.
- Monitor, support and help the recruiters on all the job orders.

- Develop procedures and forms that serves as guidelines for the daily activities of all Recruitment Staffs.
- Do the final screening of all the candidates that will be submitted to the client.
- Assist the clients during the Recruitment Campaign, this includes arranging hotel reservation for the client, airport pick-up, arranging the venue of the interview, etc.,
- Prepare, monitor and update reports of all the candidates that have been interviewed, selected and accepted the offer during the interview.
- Make sure that the data base and company website is up to date.
- Prepare Recruitment Weekly report, including the status of all active clients that we are working on, Candidates that have been endorsed for Processing, Performance of all Recruitment Staffs and status of all upcoming Recruitment Campaigns.
- Interviewing, making recommendations for the employment and conducting the training of new employees.
- Supervising and evaluating the performance of the Recruitment Staffs.

Blazing Star International Manpower Services

Manila, Philippines

Mar 8, 2009 - Mar 21, 2011 (2 yrs.)

Recruitment Officer

- Responsible for attracting viable candidates and matching them to existing job orders for overseas client companies.
- Achieve success by attracting candidates through networking, headhunting, referrals, internet, job fairs, PESO Offices and recruitment in the provinces.
- Responsible to screens, interview, do background checks and match the candidates to the clients.

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Typical Work Activities:

A RO's role is demanding, diverse and involves:

- Headhunting – Identifying and approaching suitable candidates.
- Looking for sources outside WorkAbroad or other E-Ads.
- Advertising, flyering, job fairs, PESO Offices.
- Matching candidate database to employer vacancy.
- Receiving and reviewing applications, managing interviews, and short listing candidates.
- Requesting references and checking the suitability of applicants before submitting their details to employers.
- Briefing candidates about the responsibilities, salary and benefits of the job in question.

- Preparing (formatting) CV's to forward to the client's in respect of open job orders.
- Organizing interviews for candidates as requested by the client.

Bamboo Restaurant

Batangas, Philippines

Apr 10, 2005 - Apr 30, 2008 (3.1 yrs.)

Receptionist

- Supervises and coordinates activities of dining room personnel to provide fast and courteous service to patrons: Schedules dining reservations and arranges parties or special services for diners.
- Greets guests, escorts them to tables, and provides menus.
- Adjusts complaints of patrons.
- Assigns work tasks and coordinates activities of dining room personnel to ensure prompt and courteous service to patrons.
- Inspects dining room serving stations for neatness and cleanliness, and requisitions table linens and other dining room supplies for tables and serving stations.
- Interview, hire, and discharge dining room personnel.
- Schedule work hours and keep time records of dining room workers.
- Prepare beverages and expedite food orders.
- Collect payment from customers.

Educational Background:

	Highest Education	Second Highest Education
Education Level:	College	High School Diploma
Course:	BSIT – Computer Engineering	High School Grad
School/University:	Batangas State University	Sta. Teresita National High School
Location:	Batangas	Batangas
Date:	Apr 2004 - Apr 2005	2000 - 2004

Skills:

Computer Literate: Proficient in MS Word, Excel, PowerPoint and Internet Applications.

Character reference available upon request.