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Objective

To obtain a position that will enable me to use my skills, knowledge and share my competency and approaches in which I can effectively utilize my expertise in human relations.

Educational Background

Tertiary Education: Bachelor of Science in Business Administration

Major in Human Resource Management

Batangas State University

Batangas, Philippines

SY 2014- 2015

Highlights

- Proficient in MS Office applications (Excel, Words andExel)
- Strong decision making skills and ability in time management
- Works efficiently in high volume atmosphere
- Able to adapt quickly
- Verbal and written communication skills
- take initiative and well organized
- Ability to multi-task assignment and work independently

Experience

Office Adminstration Secretary

May 2015- July 2016

Asad Somar Decoration

Al Nuwaidrat, Kingdom of Bahrain

Job Description:

- Prepared and organized paperwork and other materials as needed for meetings.
- Monitor incoming and outcoming transactions
- Reminding and maintained schedules and follow ups
- Arrange and confirm appointments
- Making quotation, letters and invoices
- Handle incoming mail, call and other material
- Handle applicants

Sales Support Operator

September 2018- February 2016

Home Credit Philippines

Vertis North Corporate Tower I, Quezon Ave. Diliman, Quezon City

Job Description:

- Providing administrative support to the sales network.
- Maintain trackers, managed by Sales Support up to date and accurate.
- Manages distribution of marketing materials and POS Supplies as maintaining of sufficient stock inventory for all materials.
- Consolidation and approving and releasing of request for POS supplies and marketing materials
- Acknowledging and provide resolution/update within 24 hours upon receipt of the email concern/request of the sales network.
- Using SAP by purchasing uniform, booth, office supplies and marketing supplies.

Office Administrator

April 2019-October 2019

Home Credit Philippines Lipa City, Batangas

Job Description:

- Handling tier 1 offices and support hundreds of employee in region IV.
- Providing administrative support to the sales network concern, field collection, and other concern in local office.
- Preparing weekly reports to Head office of Finance, HR, IT, Marketing and the facilities of local Office.
- Monitoring of petty cash finance of office and recorded all the expenses.
- Receiving and checking of Statement of liquidation and reimbursement expenses of the sales network and office. Recruiting and interview of applicants which are the mass hiring of company, sales associate and field collector position. Inform applicants about the job offer, job description, benefits and the condition of the company. Conduct contract signing/deployment of new hires and do the orientation.
- Maintain trackers, managed by Sales Support up to date and accurate.
- Manages distribution of IT equipment, marketing materials and POS Supplies as maintaining of sufficient stock inventory for all materials. Consolidation and approving and releasing of request for It equipment, POS supplies and marketing materials
- Acknowledging and provide resolution/update within 24 hours upon receipt of the email concern/request of the sales network. Using SAP by purchasing uniform, booth, office supplies and marketing supplies. Using SAP/FBCJ of out coming and incoming cash in local office. Maintaining the facilities and corner of local office. Handling managers to their concern in the sales network.

Permit Administrator

November 2019 –January 2020
Mirai Architecture and Engineering

Job Description:

- Applying road and building permit in Benayat system and old system
- Calculating electrical load
- Handle emails, incoming and outgoing calls
- Update and maintain all trackers
- Checking and preparing documents of clients for permit application
- Reminding clients for every update, follow up and payment

Training and Seminar Attended

Crossing Borders: Taking the Next Big Step in Achieving Excellence
September 30, 2013
CAP Development Center, Batangas, Philippines

Management Excellence: A Business Start towards Corporate Goal
August 30, 2013
SM Cinema 4, Batangas, Philippines

Managing Work Attitude and Values Enhancement for Better Performance
August 08, 2013
AIM Conference Center, Makati City, Philippines

Personal Information

Date of Birth: May 31, 1995
Civil Status: Married
Citizenship: Filipino
Height: 5'1 inches