



JEZALYNNE S. AMORES

HR ASSISTANT CUM RECEPTIONIST

PERSONAL INFO

Female

Filipino

Jezalynnea@gmail.com

+971 58 116 7114

SKILLS

- Clerical and administrative skills
- Good public relations
- Good oral and written communication skills
- Great attention to details

EXPERIENCE

HR ASSISTANT CUM RECEPTIONIST

- **LIWA PETROLEUM MARKETING ESTABLISHMENT (UAE)**
(A DIVISION OF GHANTOOT GROUP OF COMPANIES)
- **APRIL 2015 – APRIL 2019**

- Provides clerical and administrative support to Human Resources executives -- compiling and updating employee records
- Provides secretarial support – answering telephone, coordination of important information and organizing schedules for work
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR 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)
- Acted as a shipping agent, arranging pertinent documents for incoming and outgoing vessels
- Welcoming and Answering visitors or referring inquiries
- Directs Visitors by maintaining employee and departments directories and maintain security by following procedures; monitoring logbook; issuing visitors badges

DEVELOPMENT OFFICER

- **MICRO ENTREPRENEURS MULTIPURPOSE COOPERATIVE (PHILIPPINES) • SEPTEMBER 2009 – SEPTEMBER 2014**

- Marketing and PR (Public relations) Training and coaching micro-entrepreneurs to hit goals/target