**MEA MAE T. BITAN**

**City Season Hotel Electra St. Abu Dhabi**

**Mobile: +97152 322 0817**

**E-mail: meamaebitan1996@gmail.com**

**OBJECTIVE:**

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people, which will allow me to grow personally and professionally.

**SKILLS:**

* Good communication skill (can speak in English, Tagalog, kankanaey and Ilocano)
* Ability to work effectively in a team, both as a leader and a team member.
* Experienced in customer relations
* Well- versed in Ms Office application ( Ms Excel, Ms Word, Ms PowerPoint)
* Knowledge in editing audio, video presentation
* Willing to learn and improve efficiency on assigned task

**WORK EXPERIENCE:**

* **Human Resource Administrative Assistant**

October 10, 2016 –April 2018

**FCLaranang Group of Companies**

181 Springwater St. Crystal Cave, Baguio City,

Benguet, Philippines, 2600

**Responsibilities and Duties:**

* Prepare all required documentation for new application
* Performing payroll/benefit-related reconciliations
* Performing payroll and benefits audits and recommending any correction action
* Serving as a point person for all new employee questions
* Processing payroll, which includes ensuring vacation and sick time are tracked in the system
* Answering payroll questions
* Posting job ads and organizing resumes and job applications
* Scheduling job interviews and assisting in interview process
* Collecting employment and tax information
* Ensuring background and reference checks are completed
* Overseeing the completion of compensation and benefit documentation
* Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
* Facilitating resolutions to any payroll errors
* Maintaining current HR files and databases
* Updating and maintaining employee benefits, employment status, and similar records
* Maintaining records related to grievances, performance reviews, and disciplinary actions
* Performing file audits to ensure that all required employee documentation is collected and maintained
* **Sales Lady**

November 2011 – 2016

**Gold Spring**

**Food Station**

Baguio Centermall, Magsaysay Ave., Baguio City,

Benguet, Philippines, 2600

**Responsibilities:**

* Attends the customers orders and responsible for the cash funds.
* Responsible for daily routine check – up of all goods in the stall
* Prepares and handles food hygienically
* Renders fast and friendly service at any given time
* Keeps and maintains a clean and desirable environment at all times
* Assign as counter sales girl taking care of direct orders from the customers

**EDUCATION:**

**Tertiary:** University of the Cordilleras 2012-2015

Bachelor of Science in Business Administration Major in Financial Management

**Secondary:** Daily International School 2007-2011

NLAD Bldg., New Site Bakakeng, Baguio City

**AFFILIATION:**

**Institute:**

Neo Management Executive Club (NMEC) 2015 - 2016

Architecture Student Organization (ARCHON) 2012 - 2013

**SEMINARS AND TRAININGS**

* + Workplace Intelligence and Customer Relations
  + How to fall in love with your work
  + Confidently Beautiful
  + Time Management
  + Labor Standards
  + Letters and Resume
  + Sexual Harassment in the Workplace
  + Dos and Don’ts in the Workplace
  + Personality Development
  + Records Management
  + Labor Standards
  + Anti – Sexual Harassment Law
  + Stress Management
  + Financial Wellness 101
  + Investment

**CO – CURRICULAR ACTIVITIES**

INTERNATIONAL BUDDY PROGRAM (IBP) April 2016

For Completing sixteen hours

For outstanding performance

**PERSONAL INFORMATION**

Place of Birth: Baguio City, Philippines

Date of Birth: January 26, 1995

Age: 23

Gender: Female

Nationality: Filipino

Marital Status: Single

Religion: Roman Catholic

Dialect Spoken: English, Tagalog, Ilocano

Visa Status: Visit Visa