MONALISA LI

**#32 Rosslyn Street, Belmont ⦁ Cel: 868-775-0902 ⦁ email: li\_monalisa@yahoo.com**

The Human Resources Manager

To Whom It May Concern:

I am writing to inquire if you have any vacancies in your company. I have enclosed my CV for your information.

As you can see, I have had extensive work experience in office environments and service industries, which have equipped me over the years, to strengthen my skills in working with diverse groups of people, which are constantly being challenged and developed, allowing me to be a successful, in contributing towards any organization.

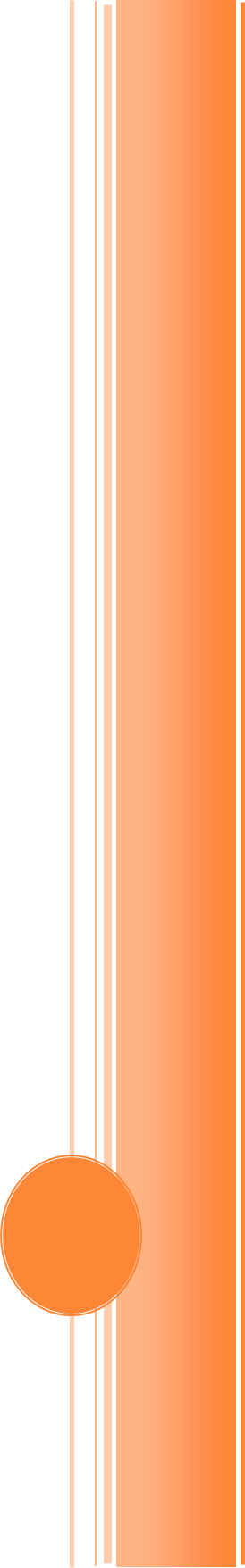
I am a conscientious person who works hard and pays attention to detail in meeting the company’s main objectives, flexible and quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like your organization.

I realize you will need to know more about me in order to consider me as a suitable, candidate, for this, my resume is enclosed for you to review as the first step in this application.

I look forward to hearing from you soon

Sincerely,

**Monalisa Li**

***Human Resource Assistant at Point Loma Tours Group***

WORK EXPERIENCE

***(September 18th 2014 to March 118th 2015***

* Maintaining employee files and the HR filing system
* Recording of vacation, Sick, Causal
* Assisting with events within the organization when needed
* Completing any bank transactions ie wire transfers
* Typing Of employees job letters, memorandums, contracts
* Taking Minutes of meetings
* Providing administrative support to Human Resources Manager
* Liaising with clients, suppliers and other departments via email
* Collection of cash from clients
* Recruiting and staffing
* Updating the Human Resource Database
* Answering of telephones
* Signing of correspondence coming in to the office
* Booking of the vessel for boat cruise

***Temp. Accounts Clerk Capital Plaza Hotel***

***(15th October 2012 to 2nd February 2014)***

***Receivables***

* Sending out Bills to Clients
* Balancing Of Bills
* Credit Card Billing
* Wire Transfer
* Posting of Cheques
* Posting of Credit Cards Payments

***Inventory***

* Checking of Goods against the Purchase Orders
* Stock Taking
* Inventory Monthly Reports
* Receiving of goods

***Payroll***

* Payroll- Permanent, Contract
* NIS
* Health Surcharge
* PAYE
* Sick , Vacation Leave
* Overtime, Timeback
* Using of Micropay and Infinite Time programs
* Enrolling of New Employees

WORK EXPERIENCE

***Temp. Human Resource Assistant at National Flour Mills***

***(May to 12th October 2012) Contract***

* Completion of Employee handbook
* Filing of Documents
* Entering Vacation, Sick , Causal and other on the ES100 System
* Assisting with the switchboard when needed
* Assistant with entering Daily Mail
* Assistant with distribution of food chits

***Personnel Assistant/Administrative Assistant at D W Property Holdings Limited:***

***( 21st April 2011 to 28th July 2011 )***

* + Filing of Documents
  + Opening of correspondence
  + Provide administrative support to the C.E.O
  + Prepared written communications on behalf of the C.E.O
  + Established an effective and efficient filing system
  + Sending correspondence via email
  + Making appointments
  + Signing of correspondence coming in to the office
  + Ensuring that tenants pay their bills and rent on time
  + Meeting and greeting visitors at all levels of seniority
  + dealing with incoming email, faxes and post, often corresponding on behalf of the C.E.O
  + carrying out background research and presenting findings
  + producing documents, briefing papers, reports and presentations
  + Liaising with clients, suppliers and other staff.
  + carrying out specific projects and research
  + Being involved in decision-making processes
  + Completion of filing project

WORK EXPERIENCE

***Temporary Human Resources Assistant at Bermudez Biscuits Company:***

***( 29th March 2010 – 28th February 2011 )***

* Filing of Documents, sick, vacation etc..
* Answering of the telephones and taking messages within the Department
* Compilation of Workmen Compensation forms
* Collect and distribute workmen Compensation cheques
* Liaising with the Insurance Company ensuring that the employees and the Company is properly reimbursed
* Completion of National Insurance Forms for Sickness, Maternity, Injury Benefits etc
* Making appointment with doctors and physiotherapist for employees
* Liaising with the Health and Safety Officer :-about injuries that took place within the Company
* Opening of correspondence
* Compilation of a monthly report of how many injuries that took place
* Organizing Food Badges for the employees
* Setting up Interviews
* Communicating with the Company clinic to ensure all medical reports are send and received
* Updating employee medical cards
* Distribution of uniforms
* Reporting to the Senior Human Resource Manager on monthly basis
* Assisting with events within the organization

***QUALIFICATIONS Year Obtained***

* English A CXC II 2006
* English B CXC III 1998
* Mathematics CXC III 1998
* Principles Of Business III 1998
* Social-Studies III 1998
* Human & Social Biology C 1998

QUALIFICATIONS

* Peachtree Accounting A+ 31st October 2001
* Customer Service Related Course Certificate of Completion 2nd October 98
* Microsoft Office User Specialists Certificate of Completion
* Sales and Marketing Certificate of Completion 8th July - 4th August 2004

***OTHER QUALIFICATIONS***

* Quantitative Method C December 2010
* Introduction to Accounting C December 2010
* Communications B December 2012
* Introduction to Business B June 2014

**At present: Pursing a Business Management Associate Degree with Institute of Training and Development (Intad)**

***RECOMMENDATIONS***

* Ms. Joann Thomas Human Resources Specialist/ Member of Parliament

(868-480-6090)

* Mr. Allister Johnson Constable Belmont Police Station (868-331-2246)
* Ms Michelle Ragoobar Assistant Accountant Capital Plaza Hotel (868-295-5968)

***HOBBIES***

* Cycling
* Latin Dancing
* Hiking
* Dragon Boat Racing