**BERNADETTE LISA FARREL**

**#18 ‘G’ STREET, FANNY VILLAGE, POINT FORTIN.**

**PHONE: 304-3900**

**PROFESSIONAL PROFILE**

A dedicated and trusted proactive human resource who is looking for a challenging position, being a committed team player, making a positive contribution to the organisation.

**SUMMARY OF SKILLS AND TRAINING**

* Certificate in Human Resource Management
* Certificate in Small Business
* Certificate in Event Decorating
* Certificate in Microsoft Office Application (Ms Word, Excel, Access, Power Point) Level One
* Certificate in Microsoft Word
* Certificate in Computer Literacy
* Training at Nealco Data Link as a Data Entry Operator

**PROFESSIONAL EXPERIENCE**

Construtora OAS S.A

Golconda Connector Road

Golconda

San Fernando

**Human Resource Assistant**

**March 2014 – Present**

Duties :

* Sourcing new candidates for various positions
* Interviewing candidates for the positions
* Schedule Drug Test and Orientation for new employees
* Prepare contracts for new employees
* Enter new recruits into the system using Micro Pay Software
* Maintain employees personnel files, recruitment files
* Assist payroll with bi-monthly and monthly staff using Micro Pay
* Dispatch appraisals
* Enter employee appraisals in database
* Attend grievance matters
* Record minutes for grievance matters
* Schedule hearing/meeting
* Monthly reports
* Taking queries from employees
* Job Letters
* Maintain customer service with all employees
* Assist employees with work related issues
* Assis with NI4s Form and BIR

Point Fortin SDA Primary School

School Road

Point Fortin

**April 2012-2014**

**Clerical Assistant**

Duties:

* Filing
* Typing Letters,
* Reports,
* Recommendations,
* Memos

Alpha Systems

Willesden Green

London

**July 2005-September 2006**

**Data Entry Clerk**

**Duties:**

* **Entering data**