

ROSE ANN MAE A. TABILIN

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OBJECTIVE:

To find a suitable workplace that will acquire professional career growth and use my skills in possible way to achieve the company goals.

EDUCATION:

Tertiary
2013-2017

STI COLLEGE CALOOCAN
Bachelor of Science in Business Management
Major in Operations

Secondary
2009-2013

FELIPE CALDERON INTEGRATED HIGH SCHOOL
High School Diploma

WORK EXPERIENCE:

November 2016–March 2017

Human Resource Management

- Payroll information
- Collecting time record and attendance
- Secretarial support

SKILLS:

- Quickbooks (beginner)
- Accuracy and Attention to details
- Leadership skills
- Decision making, critical thinking, organizing and planning

EXTRA CURRICULAR ACTIVITIES:

2016

BSBM Organization/SPAMS: Committee Member

REFERENCES:

JOHN JEFFERSON BERROYA
CBY FOODS
Human Resource Manager
09228876472

MARK RAYMOND POSADAS
Dalisay Sweets
Finance
09427071024