

# ARROYO, MICHIELE ANN E.

Unit 301 J'Square Building Hoover St. Brgy. Pio Del Pilar Makati City  
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## OBJECTIVES:

- To obtain a meaningful task that enables me to learn and maximize my abilities, skill and experience and contribute to the company's goal.
- I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

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## Strengths

- ✚ Hardworking
- ✚ Disciplined
- ✚ Skilled and Flexible
- ✚ Can easily related with other people of all ages and races
- ✚ Computer Literate
- ✚ Willing to work under pressure and can easily adopt changes
- ✚ Can work with minimal supervision

## Educational Attainment

Tertiary:	<b>Datamex College Of Saint Adeline Sucat Branch</b> Associate in Computer Science 2009-2011
Secondary:	<b>Surabay National High School</b> Zamboanga Sibugay 2005-2009
Primary:	<b>Surabay Central Elem. School</b> Zamboanga Sibugay 1999-2005

## Employment Background

Position:	<b>HR-Assistant for VISA</b>
Company:	WISHLAND SOFTWARE TECHNOLOGY, INC. September 11, 2017
Scope of work:	<ul style="list-style-type: none"><li>• Perform private/confidential filling for human resource.</li><li>• Assist with the preparation and submission of new applications and applications for renewal of work for foreign employee.</li></ul>

- Study and accompanying permits to the Department of Labor and Employment (DOLE) and Department of Immigration.
- Maintain a data base of expiration dates for work, study and accompanying visas.
- Assist employees with their request.
- Assist in preparation of contract drafts and revisions and maintain master templates for all contract formats.
- Maintain confidential system for personal records for all employees in order to provide a comprehensive, efficient, accurate record of all matters pertinent to employment, transfer, tenure, leave and promotion.

**Position:**

**Executive Assistant**

**Company:**

POLYSTAR GENERAL SERVICES, INC.

April 31, 2015 to July 31, 2017

**Scope of work:**

- Assisting Companies Concerned
- Responsible for keeping any Executive documents for their daily needs.
- Responsible to issue Certificate of Creditable Tax Withheld at Source (2307)-Services, Goods, Rentals.
- Assist Banking Transaction and concerned
- Preparing Checks for Monthly Payables (vehicles, properties, others)
- Preparing Cash Voucher in every transaction (Payroll, Benefits, Other Payables.
- Preparing accountability forms for employee's vehicle issuance.

**Position:**

**Marketing Staff**

**Company:**

POLYSTAR GENERAL SERVICES, INC.

October 16, 2012 to April 31, 2015

**Scope of work:**

- Do the project costing
- Monitors and do Client Contract.
- Assisting administrators for their need.
- Prepares document and requirement for bidding.
- Assist Marketing Executives for their needs.
- Disseminate costing in billing and HR Departments.
- Do Request for wage increase to the client if there's new wage orders.
- Assisting clients for their needs and demands.

**Position:**

**Sales Clerk**

**Company:**

SM Sucat

MSF-Market Strategic Firm

May 11, 2012-Sept. 10 2012

**Personal Data**

**Age:** 30 yrs. Old  
**Birth Date:** February 22, 1992  
**Birth Place:** Zamboanga Sibugay  
**Citizenship:** Filipino  
**Religion:** Roman Catholic  
**Height:** 5” ft.  
**Weight:** 120 Lbs.  
**Fathers name:** Rogelio Escolar  
**Occupation:** Farmer  
**Mothers Name:** Godafreda Escolar  
**Occupation:** House wife  
**PHIC#:** 01-051411385-3  
**HDMF#:** 1210-9952-2595  
**SSS #:** 34-1990056-5  
**TIN #:** 309469330-0000

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**Character References:**

= Ms. Luz Zabala	= Ms. Lyn B. Curva
Accounting Manager	New Account officer
Rainchem International, Inc.	Metrobank
0917-873-9545	0968-856-5808

*I hereby certify that above information is true and correct to the best of my knowledge.*

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**Michiele Ann H. Escolar**