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Cashmira G.

### How to reach me:

### Cell:

0916-289-3805

### Email:

cashmiraliad4@gmail.com

#### Adress:

P.Torres St. Antipolo Del Sur,Lipa City,Batangas

### Personal Profile

Date of Birth: October 14.1997

Age: 22 yrs. old

Language: Filipino/English
Birthplace: Lipa City,Batangas

## **Educational Training**

### **Lipa City Colleges**

Bachelor of Arts Major in Psychlogy

2014-2018

# Lipa City Colleges Student Clerk

June 2016-June 2017

- Assigned in Marketing Communications & Scholaship Prgrams Office to provide clerical assistance & supprt
- Participated as part of organizing team for events
- Assigned in Guidance & Counselling Office to assist in administering entance exam for students

# LCC Silvercrest Gradeschool Dept.

### Student Assistant

- May 2014-May 2015
- Provides assistance to Principal & Guidance Office
- Helps the teacher in supervising students in class

# **Career Summary**

### **HR & Admin Assistant**

ZURICH FINANCE CORPORATION

June 2018 to July 2020

### Hiring and Recruitment

- Posting Job Ads & coordinating with local PESO Office.
- Does pre-screening of applicants
- Conducts initial interviews & administers pre-employment examinations
- Prepares Contract & other necessary documents for Employment
- Acts as the custodian of the 201 Files.

### Compensation & Benefits

- Prepares payroll & generate timekeeping reports
- Administers company initiated and government mandated benefits
- Provides timely reports to department manager
- Assists in other areas/ function of HR as may be assigned from time to time.
- Aquisition & monitoring of office supplies and other equipment.

### Skills

**Human Resources** 

Recruiting
Payroll
Benefits Administation
Employee Relations