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FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES. INC.

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Rheamae Mantuano Lalusin,RPm #53 Lanzones St. San Isidro,Lipa City,Batangas

Contact Number: 0966-251-2726

Email Address: rmaelalusin@gmail.com



CAREEER OBJECTIVE:

To obtain a position in an organization where I can use my strong organizational skills, excellent communication skills and use it to effectively work with people.

CERTIFICATION/LICENSURE:

Registered Psychometrician License No. 0021938 October 2019

EMPLOYMENT EXPERIENCE:

Mount Malarayat Golf and Country Club Inc.

Dagatan, Lipa City

January 2019-July 2019

HR/Admin Staff

- Responsible in talent acquisition and recruitment process
- Processing of benefits plans and organizing company events such as Christmas party, team building and company outings
- Conducting employee on boarding and help in the training development
- Employee relations and regulatory compliance /
- Provide support to the general manager and responsible in the administrative tasks that maybe assigned from time to time

Puregold Price Club Inc.

Gen.Luna St.Cor.D.P.Laygo and H. Latorre St.

Lipa City, Batangas

July 2014 to June 15, 2018

Administrative Staff

- Processing of business permit renewal and application
- Inventory and supply management
- Assist in planning and organizing company Christmas Party, Annual Inventory and Team building activities
- Process renewal of registration and repairs of company vehicle
- Building maintenance and repairs in coordination with the Engineering Staff
- > Handles and monitors tenants and addresses concerns, payments and

- > Handles Internal/ External Security and Janitorial concerns
- Call on vendors to check on orders, schedule deliveries and payment processing

Helping Hand Development Cooperative Bugtong na Pulo,Lipa City,Batangas March 2013-July 2014

HR Assistant - Recruitment and Benefits

- > Handle end to end process of recruitment
- Arranges management interviews by coordinating schedules to clients for final interview
- > Facilitates orientation to newly hired employees and ID/uniform issuance
- In charge of SSS,PHIC and HDMF reconciliation, encoding and payment
- Processing of business permit renewal and application

EDUCATION:

Lyceum of the Philippines University-Batangas Capitol Site, Batangas City AB Psychology 2012

SKILLS:

Excellent written and verbal communication skills.

Has the ability to work independently and with minimum supervision.

Very detail oriented and highly organized.

Administering, interpreting and scoring psychological tests.

Conducting intake interviews.

PERSONAL DATA:

Birthdate:

May 31, 1992

Birthplace:

Lipa City

Age:

28

Height:

150 cm

Weight:

49 kgs

Citizenship: Civil Status: Filipino Single

Religion:

Christian

CHARACTER REFERENCES

Available upon request.

I do solemnly swear that the above statements are true and correct to