

# Curriculum Vitae



## **Rhea Arellano Alde**

Gender: Female

Nationality: Filipino

Age: 30 (D.O.B. 29/10/1992)

Location: Abu Dhabi, UAE

Phone: +971 562052628

E-mail: rheaalde@yahoo.com

Valid UAE Driving License

Employment Visa (transferrable)

**Immediate Joiner**

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## **OBJECTIVES**

An efficient, organized and approachable person who is always willing to help and take initiative in any situation, until satisfactory work is achieved. A hard worker that can handle any difficult tasks and can work well under pressure.

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## **WORK EXPERIENCE**

**2019 – Present**

Company: **Etihaad Emirates Mabani Trans. & Gen. Con. Company, Abu Dhabi, UAE**

Position: **HR & Admin Coordinator**

### **Duties and Responsibilities:**

- Assist with day-to-day operations of the HR functions and duties.
- Posting jobs through online.
- Manage the recruitment process inside & outside the country
- Preparing Offer letters/Employment contract.
- Preparing Documents for new visa processing & cancellation processing
- Preparing Employee clearance for Annual Leave, Resignation and Termination
- Preparing Joining letter for newly hired employees
- Preparing Monthly timesheet
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Preparing Termination letter, Warning, Employment Certificate, Salary certificate, Employee increment
- Preparing Employment Certificate, Salary certificate, Employee increment
- Distributing Documents to designated department after approval from the HR Department
- Preparing new employee files

- Compiling and updating employee records (hard and soft copies)
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Deal with employee requests regarding human resources issues, rules, and regulations
- Coordinating with site admin request.
- Preparing Stationery request for each department
- Preparing Memorandum
- Handling ERP System (software) for HR Dept
- Handling Master list (500+ employees)

#### **2016 – 2018**

Company: **CenterPoint Management Consultancy LLC, Abu Dhabi, UAE**

Position: **HR & Admin Assistant**

#### **Duties and Responsibilities:**

- Manage the recruitment process inside & outside the country
- Preparing Documents for new visa processing & cancellation processing
- Manage and maintain executives' schedules, appointments and travel arrangements
- Arrange and co-ordinate meetings.
- Monitor, screen, respond to and distribute incoming communications
- Receive and interact with incoming visitors
- Liaise with internal staff at all levels
- Review operating practices and implement improvements where necessary
- Clean and tidy public office spaces

#### **2014 – 2016**

Company: **First Select Cleaning Company, Abu Dhabi, UAE**

Position: **Secretary / Admin**

#### **Duties and Responsibilities:**

- Welcome clients and visitors to the office and assist them as needed
- Answering emails, Calls, SMS
- Scheduling cleaners for the clients
- Driver (dropping ladies and picking up from the clients)
- Frequently check office supply stock; reorder supplies as needed
- Social media marketing (Facebook, Instagram, Etc,)

## **EDUCATION:**

- 2011 – 2013 Hospitality & Restaurant Services (HRS)  
STI COLLEGE at Baliuag, Bulacan, Philippines
- 2006 – 2010 San Miguel National High School  
San Miguel, Bulacan, Philippines
- 1999 – 2005 San Miguel Central Elementary School  
San Miguel, Bulacan, Philippines

## **SKILLS**

- UAE Labor laws (knowledge)
- Visa process (knowledge)
- Microsoft Office 365 (Outlook, Word, Excel (Vlookup))
- Basic Arabic spoken
- Photoshop Editor
- Quick Learner
- Time management skills
- Multitasking
- Data Management
- Initiative
- Team Player
- Tagalog and English language both written and spoken

## **REFERENCES**

Provided upon request.