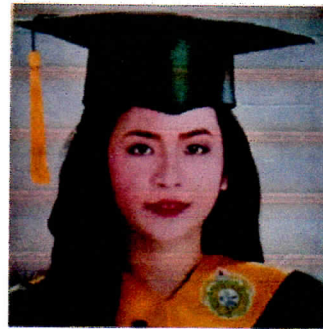


MELVA T. RUBEN

88B Climaco Street, Pahina Central
6000 Cebu City
Mobile number: +63226030871 / 09569856621
Email: melvajayson011919@gmail.com



CAREER OBJECTIVE

Seeking a career that would help me sharpen my ability to professionally handle a Task or Duties and gain experience by having a career growth and other opportunities to be effective employee to the company. Moreover, I would like to work with professionals to develop and enhance my skills and contribute to Company's Development.

PERSONAL INFORMATION

Sex: Female

Religion: Roman Catholic

Age: 21 years old

Nationality: Filipino

Date of Birth: April 14, 1998

Language: English, Filipino, Cebuano

PROFESSIONAL EXPERIENCE

July 2018- Sept. 2018

Human Resource (OJT)

Talleco.com Inc.

JOB DESCRIPTION

- Prepares monthly Time Keeping Information (TMK)
 - Conducting and assist Applicants Exam and Interview
 - Basic Recruitment Process (interview & Exams)
 - Encode Data Base Information of Applicants
 - Update HR files for some changes with their confidential information
 - Filling 201 files of Active Employee
 - Assist HR Month Activity (August)
 - Update Employment and status- change data (Active/Inactive)
-

EDUCATIONAL BACKGROUND

- Tertiary : Bachelor of Science in Business Administration major in
Human Resource Development Management
University of San Jose-Recoletos
Magallanes Street, Cebu city
S.Y. 2018
- Secondary : Notre Dame Academy
San Fernando, Cebu
S.Y. 2015
- Primary : Lantawan Elementary School
Lantawan San Fernando, Cebu
S.Y. 2011

KEY SKILLS AND ABILITIES

- Good Interpersonal Skills
- Flexible and Organize
- Kin on details
- Multitasking and Manage work under pressure
- Goal- oriented
- Trainable and Willing to learn new things
- Good written and communication skills
- Computer Literacy- Ms Word, Excel and Power Point

AFFILIATIONS

Active Member, Junior People Management Association of the Philippines (JPMAP)

ACHIEVEMENTS

- Active Scholar awardee (S.Y. 2014-2015)
- 2nd runner of Ms. JPMAP Association (S.Y. 2017-2018)
- Certified SAP Business One Completion (S.Y. 2017-2018)
- Internal Auditor Training – ISO 9001 (APRIL 27, 2019)

TRAININGS AND SEMINARS

- Engage a Multigenerational Workforce (2018)
- Building the Dream Team (2018)
- Millennial Perception Towards Career Pathing (2018)
- Seminar on 3G Evolution: Get Informed, Generate New Skills, Go for Transformation (2016)

WORK EXPERIENCE/s

- Registrar Staff - (10 months)
 - schedule
 - ZRC Training Center
 - monthly liquidation expenses
 - TOR

CHARACTER REFERENCES

Ma. Ana Nieves S. Dinoy

Human Resource Lead

Talleco.com Inc.

09173089183

Jonahbelle Estillo

Incident Manager

Accenture

0906-733-0708

Ms. Irish Canada

Relationship Management Assistant

BDO Trust and Investments

BDO Unibank Inc.

3F BDO Regional office, Gorordo Ave.

Cebu City- 231-1131

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