



JOE MARIE SERRANO

APPLICANT

CONTACT

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Al Muraqqabat, Deira, Dubai,
United Arab Emirates

INFORMATION

Birthdate: 29th September 1991

Age: 33 Years Old

Gender: Male

Nationality: Filipino

EDUCATION

2008-2011
ASSOCIATE IN
COMPUTER TECHNOLOGY

Cavite State University
Philippines

SKILLS

- Has good public relations and communications skills with fluency in English and Tagalog.
- Effective Presentation Skills:
Proficient in Microsoft Office suits.
- Time Management
- Knowledgeable in Recruitment
- Can work under minimal supervision

OBJECTIVE

To contribute in a company that fits in my qualifications and developed a wide range of skills and knowledge through exposure.

WORK EXPERIENCE

Cashier/Waiter/Owner February 2023-2024
J Samgyupsal
Philippines 1 Year

HR Officer 2019-2022
JPC Distribution System Inc.
Philippines 3 Years

Scope of Works:

- Conducts Recruitment, Interview of applicants.
- Time Keeping
- Payroll
- Processing of 201 files
- Monitor and updating employees concern
- Provide end to end employee movement (Promotion, Regularization, NTE, Transfer and Termination)
- Attending SENA conciliation to DOLE

W Bridges Manpower Corporation 2018-2019
Philippines 1 Year

Scope of Works:

- Conducts Interview
- Processing of 201 files
- Oversee manpower on a daily basis
- Time Keeping

HR Admin Recruitment Officer 2015-2018
Heru Human Resource Specialist
Philippines 3 Years

Scope of Works:

- Recruitment Officer for Schneider Electric, Philippine Nakamura, Kapco Manufacturing and TOEI Chemical Corporation
- Coordination with the clients regarding manpower request
- Responsible in preparing zone pass, dispatch and other deployment of the employees
- Conducts Employee Orientation
- Conducts Local Recruitment Activity