

JALAINIE [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]



Career Objectives To allow as a public servant of the office administration allowing me to show my responsibilities and abilities in achieving absolute satisfaction from guests

PERSONAL BACKGROUND

Date of Birth - [REDACTED]
Birth Place - [REDACTED]
Civil Status - Single
Citizenship: - Muslim-Filipino
Height: - 5'4 ft.
Weight: - 39 kg.
Blood Type: - B

EDUCATIONAL BACKGROUND

TERTIARY BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION
[REDACTED]
2015-2020

SECONDARY [REDACTED]
[REDACTED]
2011-2015

ELEMENTARY [REDACTED]
[REDACTED]
2005-20011

WORK EXPERIENCE

On-Job-Training in [REDACTED]
June - July 2018
Extraordinary service and dedication

- To assist of employees in their paper works
- To assist of their extra works

[REDACTED]
[REDACTED]
Team Leader Validator
October 2020 to January 2021

[REDACTED]
Verification/Count team is to open ballot boxes
Count the total number of ballot papers in the ballot box
May 2021 to October 2021

[REDACTED]
Registration Kit Operator
2 years

[REDACTED]
HR/ADMIN
-Recruit Candidates
-Process payroll and salary
-Encode Expenses
-File Documents
-Do Quotation
-Coordinator
-Leading, Setting targets, Objectives, and responsibilities for all supervised staff
-Ensure that the work is completed on schedule and within budget
-Documentation of all forms
-Documents controller
-Decision making
-Solving Problem
-Keeping good relationship with clients
May 2022 to Present

AWARDS RECEIVED

Best Extraordinary Service and Dedication Trainee

Awarded by [REDACTED]
[REDACTED]

July 27, 2018

High School Awardee

Awarded by the [REDACTED]
[REDACTED]

March 10, 2012

MERITS RECEIVED

Certificate of Appreciation

On-Job-Training [REDACTED]
[REDACTED]

July 28, 2018

Certificate of Participation

[REDACTED]
[REDACTED]

July 27, 2018

Certificate of Recognition

Effort and Valuable participation as an organizer
Seminar-Workshop with the theme Anti-Red Tape Act
In [REDACTED]

October 13, 2018

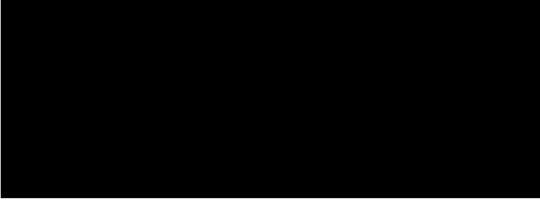
Certificate of Participation

Seminar-Workshop with the theme Human Resources Development
In the [REDACTED]

April 14, 2018

References are available upon request.

- [REDACTED]
- [REDACTED]

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I hereby certify that the foregoing information is true and correct to the best of knowledge, belief and ability.

JALAINIE 
Applicant