

Janeth P. Abuel



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Professional Summary

Approachable, dedicated and hardworking human resources coordinator with ten years of experience seeks position as an HR manager or any related HR positions with a company that values knowledge of the industry, the ability to implement improvements for employee satisfaction, exceptional work performance and previous work experience.”

Work Experience

February 2007 - June 2017

Nueva Segovia Consortium of Cooperatives, Vigan City, Philippines

Human Resource Officer

- recruiting, training and developing staff
- making sure that staff get paid correctly and on time pensions and benefits administration
- approving job descriptions and advertisements
- looking after the health, safety and welfare of all employees
- organising staff training sessions and activities
- monitoring staff performance and attendance
- advising line managers and other employees on employment law and the employer's own employment policies and procedures
- ensuring candidates have the right to work at the organisation
- negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.

June 2014 up to the Present

Macro Colleges, Inc. owned and managed by Nueva Segovia Consortium of Cooperatives, Vigan City, Philippines

School Administrator who is in charged of the whole operation of the School from Basic Education up to the College Education and Technical Courses

Education

March 2003

Divine Word College of Vigan, Vigan City, Philippines

Bachelor of Science in Commerce major in Management

March 2006

Divine Word College of Vigan, Vigan City, Philippines

Master in Business Administration

June 2019 up to the Present

University of Northern Philippines, Vigan City, Philippines

On going Doctor of Business Administration

June 2014

Association of Asian Confederation of Credit Union

Development Education of the Credit Union Development Education Program

October 2018

Bangui Institue of Technology, Bangui, Ilocos Norte, Philippines

Training Methodology Level I by the Technical Education and Skills Development Authority (TESDA)

Languages

English

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Additional Skills

- Can Facilitate Training and Conferences
- Food and Beverages National Certificate II

References

Dr. Elita B. Valdez, Dean of the Graduate School
Divine Word College of Vigan, Vigan City, Ilocos Sur, Philippines
contact number 639175965550

Dr. Divina Quemi, Chief Executive Officer
Nueva Segovia Consortium of Cooperatives, Vigan City Iloco Sur, Philippines
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