



Carla Jessa Duenas

Professional Goals

I aim to attain a valuable work experience where i can impart the knowledge and experiences i gained with my previous jobs. I hope to land a job and work environment where i can establish long term goals for my career as well as the business.

Get in touch!

Landline:

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Social Links:

<https://www.instagram.com/belejessa>

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Address:

146 F Jaca Street Tugas Pardo Cebu City

Personal Details

Birthdate: January 28, 1992

Status: Married

Religion: Roman Catholic

Language Spoken: Cebuano,

Tagalog, English

Trainings

- BOSH for Safety Officer 1
- Occupational Safety and health Region 7
- Cert #S01 21-51-14 issued April 2021

Work Experience

Human Resource Officer

Flour, Inc. | October 2019 - Present

- In charge of Payroll & Benefits Administration in the Regional branch.
- Works closely with the HR Manager and Regional Manager for the implementation of policies and guidelines.
- Provides supports in the recruitment process, onboarding & offboarding, performance management.
- Provides assistane to HR Manager in Employee disciplinary actions, Labor relations and compliances.

HR Generalist

Asian Marine Transport Corp. | February 2014- April 2017

- provides general support to the Human resource department
- Facilitate memos and notices to employees and company announcements
- conducts performance appraisals to probationary employees, annual evaluation, promotion and transfers of employees as well as the implementation of applicable perks
- Handles employee grievances and labor related concerns
- Performs administrative task set by the Management

Academic History

University of Cebu

Bachelor of Arts | Psychology |2009-2012

- Member, Association of Working Scholars
- Assistant records clerk- University Registrar
- Dean's list from 1st year to 3rd year

CBD College| 2004-2008

Top student| 1st year to 3rd year high school

Specializations

- Proficient in Business Writing
- Microsoft Excel
- tech savy
- Written and oral communication
- Organizational Skills

Other work Experiences

ESL Tutor

- conducts 1 on 1 lesson in English with foreign students

Technical Support Associate

- Convergys Phils Inc. (2013)
- TeleTech Customer Mgt Phils (2017-2018)
- provides technical assistance to customers, handles customer's concern and provides solutions.