



STEPHENIE RONCAL

HR
ADMIN, RECRUITER, ANY
ROLE FOR BPO INDUSTRY

 0969-2772543

 Phase 4 Block 39 Lot 10 Roel Velasco
St. Deca Clark Angeles City 2009

 stephenieroncal2@gmail.com

 [https://www.linkedin.com/in/s
stephenie-roncal-49a589198/](https://www.linkedin.com/in/sstephenie-roncal-49a589198/)

PROFILE

I STARTED MY CAREER WITH THE BPO INDUSTRIES FOR 3 YRS PLUS, WAS ABLE TO HAVE DIFFERENT ROLES DURING THIS TIME. VAST KNOWLEDGE ON HUMAN RESOURCES DUTIES, BEEN HIRING FOR A MEDIUM TO LARGE SCALE COMPANIES IN THE MIDDLE EAST AS WELL HANDLING DIFFERENT TYPES OF TASK. AND WAS ABLE TO DO A LEAD ROLE FOR A FMCG CO.

EDUCATION

Graduated, A.B. Mass Communication
Major in Arts -2006 at Angeles
University Foundation

LANGUAGES

 ENGLISH

EXPERIENCES

ALDURAIHEM INTERNATIONAL CO.

Role: Head of Recruitment
Period: February 21,2021 to Jan
10,2022

NIU SOFT FOOD COMPANY

Function: Sales Manager
Period: Aug 10, 2020 to Dec 4 2020

AL KHARAFI GLOBAL BREDZ FACTORY

Function: HR Administrator
Period: Nov 1 2015 to April 15 2020

SKILLS

- PAYROLL EFFICIENT
- WEB ATTENDANCE
- HRMS INPUTS
- CAN DO A STRUCTURE TO OPEN A NEW BUSINESS (FOOD INDUSTRY)
- HIRING
- EMPLOYEE SCREENING
- CONDUCTING INTERVIEWS
- CAN HANDLE INBOUND AND OUTBOUND CALLS DEPENDS ON THE ROLE (BPO)

AL KHARAFI GLOBAL BAKER & SPICE

Function: Crew, Receptionist, Asst Manager

Period: May 1 2009 to Oct 15 2015

TELETECH (T-MOBILE USA)

Function: Customer Service Rep

Period: Nov 2008 to April 2009

IQOR PHILIPPINES

Function: Collection Specialist

Period: Feb 2007 to Oct 2008

CYBER CITY TELESERVICES

Function: Telemarketer

Period: Aug 2006 to Jan 2007