KRIZIA LYSHKA A. RASALAN

27- A Pat Senador St. San Francisco Del Monte Quezon City

0956-3808544

lyshkarasalan@gmail.com

OBJECTIVE

To be a part of a company which will promote professional growth that gives challenge and will strengthen my education while allowing me to utilize my knowledge and skills.

CAREER

NEW SAN JOSE BUILDERS INC.

Victoria De Manila Sales Group

ACCOUNT OFFICER | September 2014 - October 2014

- handles commission, booking of sales, monitoring of agents queries

Sales Recruitment and Training Department

SALES RECRUITMENT AND TRAINING ASSISTANT | October 2014 - March 2019

SENIOR DOCUMENTATION ASSISTANT| March 2019 - November 2022

- Encoding and updating of records & requirements, recruitment & job fairs, Issuance and creation of ID, handles online bank application, Preparation of agents contract and Commission follow -up and monitoring of Inactive sellers and Handles all queries and concerns of sellers

SUPERVISOR | December 2022 - July 2023

- In-charge of the overall supervision of SRTD, Approval of online bank application of agents, Processing of Payroll and incentives of personal hires, Petty cash replenishment, Handles processing and listing of Commissions allocation and other assigned tasks

BINONDO FOOD GROUP

HR SUPERVISOR | July 2023 - February 2024

- In-charge of the overall supervision of assigned brand, Endorsement of bank applications, Oversee Governement benefits and requirements, Maintains and updates 201 files and database of employees, Payroll report processing, Creation and Issuance of Memorandum, Prepares material needed for recruitment & hiring, Coordinates status of on-boarding applicants requirements & orientation , Facilitates and Handles all case investigation

EDUCATION

SIENA COLLEGE OF QUEZON CITY

| 2010 - 2014 | 2nd year - 4th year College

Bachelor of Science in Business Administration
Major in Marketing Management

UNIVERSITY OF SANTO TOMAS, MANILA

| 2008 - 2009 | 1st year College

Bachelor of Science in Nutrition and Dietetics

ANGELICUM COLLEGE, QUEZON CITY

| 2004 - 2008 | Secondary Education

| 1995 - 2004 | Grade School

SKILLS

Computer literate (MS Word, Excel and Power point)
Can speak fluent English and Filipino
Have a good listening and communication skills.

REFERENCE

DANIELLE TRISHA AXALAN 0917-3206624
Interior Designer - I2D2 Creative Tree. Inc.
ARMAN OLIVAR 0995-2166101
Accounting Supervisor - New San Jose Builder's Inc.
LAINNE DIANNE MOYA 0999-2278815
Project Manager - Infor PSSC Inc.
JOY PRECIOUS MANAOIS 0917-4484835
HR Manager - Binondo Food Group