
Madell Roguel

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PROFESSIONAL SUMMARY

I am a Certified Business Management professional with five years of progressive experience in various industries, including a medical exams application center, a recruitment firm, manufacturing, and the hotel industry. Throughout my career, I have gained knowledge and expertise in several key areas, including Human Resources Management, Inventory Management, Financial Management, Marketing Management, and Operations Management.

I am passionate about leveraging my diverse skill set to contribute to the growth and success of an organization, and I am eager to take on new challenges in a dynamic work environment.

SKILLS

- Human Resources Management (Recruitment & Selection, Organizational Structure, Employee Information, Training & Development, Attendance monitoring and Timekeeping, Compensation & Benefits, Occupational Safety & Health, Labor Relation & Employment Law)
- Inventory Management (Office, Medicine and Medical Supplies)
- Manufacturing - Operations Management (Office, Logistics, Production, & Warehouse)
- Hotel – Operations Management (Front Office, Food & Beverage, & Housekeeping)
- Financial & Accounting Management (Accounts Receivable and Accounts Payable)
- Marketing Management (Photography, Photo editing, Videography, Video Editing & Layout)
- Computer Literacy (Productivity software, Presentation software, Graphic design, Communication tools and Database management)

PROFESSIONAL EXPERIENCE

Executive Secretary / Marketing Coordinator July 13,2022 – present
Mövenpick Resort Petra & Mövenpick Nabatean Castle
Hotel Industry (ACCOR hotels)
Petra, Jordan

Human Resources Generalist Nov. 04,2019 – June 26,2022
Uni-Care Hygienic Products, Inc.
Manufacturing of Hygienic Products
Valenzuela, Philippines

Human Resources / Finance Supervisor
Pierre & Paul Solutions Inc.
Recruitment firm
Mandaluyong, Philippines

July 09,2019 – Oct. 04,2019

Human Resources / Finance Officer
Pierre & Paul Solutions Inc. - NEAC
Medical Exams Application Center Inc.
Manila, Philippines

Oct. 01,2018 – July 08,2019

EDUCATION

Bachelor of Science in Business Administration
major in Human Resource Development Management
Polytechnic University of the Philippines (Manila, Philippines)

June 2014 – May 2018

AWARDS

- Ten Outstanding Human Resource Students of the Philippines 2018 May 25, 2018
- Cum Laude May 15, 2018

VOLUNTEER EXPERIENCE

- Kilo of Kindness 2022 & 2023
 - An annual event uniting guests, suppliers, and employees to donate essential items for a national charity.
 - At Mövenpick Resort Petra and Mövenpick Nabatean Castle, we donated 449 kilograms, with the six Jordanian Mövenpick hotels contributing a total of 1,500 kilograms.
 - Coordinated employee and supplier donations, and represented the company in direct contributions to our national charity, Jordan Hashemite Charity Organization.
 - Captured photos and videos, curated content, and managed Yammer posts for Accor's group.
- Blood Donation Drive 2022 & 2023
 - An annual company event urging employees to donate blood at our hotel, with invited nurses and doctors facilitating the donations.
 - Coordinated employee support and assisted healthcare professionals.
 - Captured photos and videos, curated content, and managed Yammer posts for Accor's group.