



DINA S. BAROLA

CONTACT

☎ 09632656438

✉ dinabarola024@gmail.com

SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Willingness to learn

REFERENCE

Lourse Ortega

City Administrator, CGO Maasin
Phone: 09560087386

Lucia Genol

Quantity Surveyor, Lady of
Assumption Enterprises, Inc.
Phone: 09171333316

Jergen Sy

HR Manager, Lady of
Assumption Enterprises, Inc.
Phone: 09685975075



PROFILE

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me and to earn new experiences.



WORK EXPERIENCE

HR Assistant

Lady of Assumption Enterprises Inc.

January 2023 - Present

- File organizing, meeting scheduling, emailing, keeping supplies organized, entertain visitors.
- Maintain and arrange personnel files, including application logs, resumes, and applications
- Assists workers by elucidating benefit plans and other issues.
- Verifies the fulfillment of forms and applications to enroll new employees.
- Contributes to the hiring process and helps settle disputes among co-workers.
- Prepares employee payroll and generate payment reference number for the following monthly contributions/benefits.

Office Clerk

Lady of Assumption Enterprises Inc.

July 2017 - December 2022

- Responsible for disbursing and managing cash expenses for project site allowances, including daily liquidation. Ensures that all transactions are recorded and posted on the system.
- Process payments and disbursements, ensure accuracy and completeness of payment requests to suppliers either goods or services.
- Assists employees with financial difficulties, such as cash advance and loans. Organize office activities and other administrative task.



EDUCATION

BS Business Administration major in Human

2017

Resource Development Management

Saint Joseph College, Maasin City

18 units of Professional Education major in Social
Science

2023

Saint Joseph College, Maasin City