**DELMA C. CASUCO**

Damas bldg., Hamdan St. Abu Dhabi

Mobile no. +97150-3327267

Email: smidhel\_22@yahoo.com

### **Key Experience**

Total of significant almost 7 years experience in Human Resource management combined with administration associate and related responsibilities in general office tasks.

**Objective**

To join in a reputable firm where I can share my knowledge, ability and skills for the benefit of the company whilst improving my career and develop high-grade professionalism.



### **Technical Qualifications**

* Strong academic background, trainings and proficient in computer background.
* Flexible, proactive and maintain positive attitude towards work.
* Able to work independently, possesses creative mind, trustworthy, enthusiastic, hardworking, team player and result-oriented.
* Have a high level of integrity.

### **Skills:**

Proficient Internet, MS Word, Excel and Power point, access, internet and other machine operated.

## Employment Record:

 **PROFESSIONAL EXPERIENCE (UAE / TAIWAN):**

**From: August 2009 up to Present**

**Employer: AL JADWAL GENERAL CONT. CO. L.L.C.**

Al Etihad bldg. suite # 504 Khalifa st. Abu Dhabi

 **Position and Duties: Executive Admin Asst. cum Secretary**

* Schedules and coordinate meetings / conferences, take minutes (administrative meeting) and distributed approved minutes as directed.
* Sorts, check, distribute and files correspondence / document in accordance with administrative management system.
* Prepare correspondence ( emails, letter) ,documents ( report specifications)
* Receives, distributes, monitor and when appropriate respond to mail and general correspondence.
* Carries out reception duties, receiving visitor and directing them the desires person they want to meet.
* Maintain complete updated administrative record and data in hard copies and electronic filing system.
* Preparing WPS every salary period of the month.
* Safe keeping tender documents, drawings, contracts, project building designs, buildings plan.
* Arrange and receive transmittal for all incoming and outgoing documents

**From: September, 2003 – September, 2006**

**Employer: CLEVO CO.**

# 129 Hsing-Te Rd. San Chung City, Taipei

 Taiwan R.O.C.

**Position and Duties: HR/Administrative Assistant**

* Time keeping for all staffs and factory workers
* Counselling and give team building for staffs and workers
* Orientation for new employees regarding medical and service benefits
* Preparation of pre assessment and staff performance and evaluation
* Reporting to superiors daily activities and staff movements
* Helping and reorganizing company policies as per Labour International Law
* Assuring employees welfare and development

**LOCAL EXPERIENCE:**

**From: May, 2007 – July, 2009**

 **Employer: SUPER EIGHT GROUP OF COMPANIES**

 **HYPERMARKET AND SUPERMARKET**

Quezon City, Philippines

 **Position and Duties: HR Officer**

* Recruited to Planned, developed and implement a strategy for HR, including

recruitment policies, quality procedures, discipline, grievance, counselling, pay

and conditions, contracts, training and development range of business tasks.

* Ensured other departments understand all necessary aspects and needs of HR development, objectives, purposes and achievements to director level.
* Evaluated training programs for staff and implemented new training solutions that meet the needs of the business and the people.
* Follow-up research concluded improved budgets, increased profits and improved morale.
* Counselling and team building of for staff and branch employees.
* Keep confidential file of employees (201 files)
* Administering progress exam.
* Give orientation to newly hired employees.
* Evaluate the performance of each employees, attendance, and efficiency

**Educational Attainment:**

Graduate **Bachelor of Science in Psychology *(June 1999- April 2003)***

**(Major in Human Resource Management)**

Our Lady of Fatima University, Philippines

**Seminar and Training:**

June 4, 2010- Personal Accounting & Budgeting

 July 30, 2010 Defense rd. Philippine Labor Office, Abu Dhabi, U.A.E

February 5, 2010- Advance International Computer Driving License (ICDL)

 April 9, 2010 Defense rd. Philippine Labor Office, Abu Dhabi, U.A.E

October, 2009- Arabic Reading, Writing, and Speaking Language

 January, 2010 Defense road, Philippine Overseas Labor Office, Abu Dhabi, U.A.E.

August 14-16, 2007 Paul Harris Senior Citizen Center for Occupational Therapy

 Hospicio De San Jose, Manila

December 16, 2006 Special Program in Educating and Developing Children/Adults

 IDPSI, Caloocan City

November 25, 2006 Team Approach to Paediatric Mental Health

 Immaculate Heart Auditorium (HSJ), Manila

 November 4, 2002 –

 January 10, 2003 JRMMC-Jose R. Reyes Memorial Medical Centre (200 hours)

 Psychiatric Department, Manila, Philippines

June 25 –

 August 20, 2002 La Concolacion College (100 hours)

 Caloocan Manila, Philippines

 April 17-May 24, 2002 Oliver’s Super Sandwiches Philippines (100 hours)

 West Tower Phil. Stock Exchange Centre, Philippines

January 28, 2002 Stress Management Seminar, AVR Our Lady of Fatima University

November 24-25, 2001 Psychological Association of the Philippines Junior Affiliate

 (PAPJA), University of the Philippines and New Era University

**Reference and Personal Data** (Available upon request)

**Transferable Visa**