



# CRISTINE GRACE BATTAD

## HR AND ADMIN ASSISTANT

### CONTACT

0921-955-9577

battadcristinegrace@gmail.com

Mandug, Davao City

### SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

- English
- Tagalog
- Cebuano

### REFERENCE

Ivy Jane Panes

Accounting Office In Charge

Phone: 09504285916

Email: ivyjp.robustan@gmail.com



### PROFILE

Organized and detail-oriented administrative professional with experience in HR and office administration. Strong background in scheduling, employee records management, email correspondence, and document preparation. Adept at supporting teams, handling confidential information, and managing multiple tasks efficiently in remote or office-based environments.



### WORK EXPERIENCE

**HR Office In Charge** 2024 -- PRESENT  
Mindanao Trucking Corporation

- Managing the HR operations and assisting different departments concerns.
- Payroll checking: Leaves, timekeeping, waybills, deductions, etc.
- Organizing of events such as team building, seminar, company party, etc.
- Recruitment and new hire orientation.

**HR and Admin Assistant** 2022 - 2024  
Robustan, Inc.

- Assist the HR main by sending of timekeeping, and assist the sales and accounting department.
- Create budget for sales team itineraries.
- Create bidding documents for hospital bidding.
- Purchase and inventory of office supplies.

**HR Generalist** 2022-2022  
E.F. Alamillo Construction and Supply

- Manage remittances and timekeeping.
- Memo issuance.
- Recruitment.
- Assist engineers with their inventory.



### EDUCATION

**BS in Psychology** 2015 - 2020  
University of Mindanao