



Evangeline Chan

HR Officer & Sales Associate

CONTACT

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📍 Ligao City Albay

EDUCATION

Bachelor of Science in Food Technology

Year 2017

SKILLS

- Talent Acquisition
- Communication
- Teamwork
- Employee Relation
- Leadership
- Critical thinking

LANGUAGE

- Tagalog
- English

PROFILE

Dedicated HR Officer with 6 years of experience in recruitment, employee relations, training and development. Seeking to leverage my expertise in HR skills, conflict resolution and strategic planning to enhance human resources operations.

PROFESSIONAL EXPERIENCE

• SALES ASSOCIATE

Landmark Group (QATAR)

Oct 2016 - Nov 2017

Discovering and pursuing new sales prospects, negotiating deals and maintaining customer satisfaction. have excellent communication skills and reaching out to potential customers.

• HR OFFICER

Madre Integrated Engineering (QATAR)

Jan 2018 - September 2021

Sourcing candidates online, updating job ads and conducting background checks. Experience with various job interview formats, including phone screenings and group interviews. Client relationship

• HR COORDINATOR (QATAR)

Naas Holding Group (QATAR)

Nov 2021- Oct 2023

Sourcing candidates online, updating job ads and conducting background checks. Experience various job interview formats, including phone screenings and group interviews.